Certified as a Regulation (or Regulations of the

Dept of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Director

(Title)

2-3/1/49

(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 1, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations issued by the State Department of Social Welfare:

REVISIONS TO MANUAL OF POLICIES AND PROCEDURES

These regulations were adopted by the State Social Welfare Board on February 25, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103 and 114b, and are filed in accordance with provisions of Section 11380 of the Government Code.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b65
Attachments

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 1 PM 3 16
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

071-65 NOTICE OF EXAMINATIONS
(Rev.) WPS

The examining agency shall give public announcement of ~~all~~ state-wide examinations at least three weeks in advance of the closing date for receipt of applications. ~~Every reasonable effort shall be made to attract qualified persons to compete in these examinations.~~ The examining agency shall give public announcement of spot or area examinations at least ten days in advance of the closing date for receipt of applications. Notice of state-wide examinations shall be posted in important centers throughout state; and copies shall be sent to newspapers of state-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as the examining agency may deem expedient. Notice of spot or area examinations shall be posted in such places and sent to such persons, organizations, or public agencies as the examining agency may deem expedient. (a)

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;
9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination. (W&IC 119.5, 119.6; FSS-Admin.)

FILED
in the office of the Secretary of State
of the State of California

MAR 1- 1949

At 4 o'clock P M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

(a) Clarification

ЯЗЫК

МЕЖДУ ЯЗЫКОМ И ЯЗЫКОМ

ОБЩЕ — ЧАСТНОЕ

СЛЕДЫ

ЯЗЫКОВЫЕ ПРОТИВОРЕЧИЯ

Under the supervision and direction of the SSWB, the examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
   a. When offense was a misdemeanor, personnel officer may recommend to director that disqualification under this section shall not be effected;
   b. When offense was a felony, personnel officer shall secure and submit to director complete information on the facts surrounding the case, the director shall then decide whether disqualification under this section shall be effected;
   c. When an applicant has been convicted of commission of a felony and it is decided that disqualification under this section is not effected, notice of such fact shall be given to appointing authority whenever applicant's name is certified for appointment.
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;
9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;
12. He has otherwise violated provisions of these rules.
13. The examination is a spot or area examination and if he has previously competed in a spot or area examination for the same class within a 30-day period. (a)

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

Any person whose name is removed from an eligible list may appeal to SSWB for reconsideration. (See Sec. 076-60, Appeal From Removal From Eligible List.) (W&IC 119.5, 119.6; FSSB)

(a) Clarification

DISQUALIFICATION OF APPLICANTS

Under the supervision and direction of the SSMB, the examining agency may reject any applicant, or, after examination, may disqualify and eliminate from an eligible list, or refuse to certify any eligible on any of the following grounds:

a. Failure to meet any of the preliminary requirements established for the class of position;

b. Insufficient or to be rendered unfit for performance of the duties of the position;

c. Habitual use of narcotics or habitual use or intoxicating liquors;

d. Conviction of any felony or any misdemeanor involving moral turpitude;

e. If the person was a misdemeanor, personnel officer may require an affidavit that disqualification under this section shall be effective;

f. If the person was a felony, personnel officer shall require and shall be entitled to complete information on the felony upon request. The director shall then decide whether disqualification shall be effected;

g. Where fraud has been committed or connivance of a felony;

h. Where it is found that disqualification under this section is due, notice of such fact shall be given to appointing authority, and no person shall be certified for appointment.

i. Misstatement of material fact in his application;

j. Dismissal from any public employment for misconduct, or other similar cause;

k. Attempted to use political pressure or political influence to secure appointment or promotion;

l. Attempted to secure information improperly obtained information regarding examination or applicant be was not entitled;

m. Failure to provide his application correctly or within the time limit;

n. He for [illegible] part in organization, administration, or conduct of the [illegible];

o. Member of subversive group; has or advocates overthrow of any [illegible] form of government existing in the United States and [illegible] California by force or means other than as provided in the [illegible] constitutions [illegible];

p. Wilfully violated provisions of these rules.

q. Disqualification is a part of the examination and if he has been [illegible] completed in a past or [illegible] examination for the same class [illegible] 30-day period.

Qualified applicant shall be properly notified of such action, and no [illegible] shall be entitled to [illegible] examination because of failure to meet qualifications [illegible] letter addressed to his last-known address [illegible] sufficient time to allow for submission of additional [illegible].

Any [illegible] is received from an eligible list may appeal to SSMB for reconsideration [illegible] Appeal from [illegible] (W. [illegible], [illegible] 1948)

(a) Other [illegible].

After each examination, the examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical, their names shall be arranged on the eligible list in the order of their ratings on the chief essential of the examination.

In order to meet local recruitment conditions, the examining agency may give spot or area examinations. The examining agency shall prepare an eligible list of persons who qualify. Eligibility resulting from this type of examination is limited to the geographical area within the state specified in the examination announcement for that particular examination. A state-wide eligible list for a given class shall take precedence over an area or spot eligible list for the same class. (a)

In order to assist county agencies in appointing county residents to positions whenever possible, the examining agency shall establish eligible lists containing names of eligibles who reside within a given county. The examining agency shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. The examining agency shall also maintain state-wide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, provided, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, the examining agency, with the approval of the SSWB, may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose the examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for the class in which vacancy exists. (W&IC 119.5, 119.6; FSSB)

(a) Clarification

Under supervision and direction of the SSWB, the examining agency may remove the name of an eligible from an eligible list:

1. For any of the causes stipulated in Sec. 071-95, Disqualification of Applicants;
2. On evidence that the eligible cannot be located by postal authorities;
3. On receipt of a statement from the eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
4. If three offers of a probationary appointment to the class for which the eligible list was established have been declined by the eligible;
5. If the name has been on the eligible list for a period of one year or more, and all other names which have been on the list for the same length of time or longer are also removed. (a)

The examining agency shall notify the eligible by mail addressed to his last-known address of this action and the reasons therefor. An eligible's name shall be reinstated on the eligible list upon showing of cause satisfactory to the SDSW, or in accordance with a decision of the SSWB upon appeal as provided in Sec. 076-70, Appeal from Dismissal, Suspension, or Demotion. (W&IC 119.5, 119.6)

(a) Clarification

In addition to the eligible list for any class there shall be maintained for each class county and state-wide reemployment lists, which shall contain names of (1) employees who had permanent or probationary status and who have been laid off or demoted from positions in the class in accordance with the procedure outlined in Sec. 076-05, Reduction of Force, and (2) persons who have resigned and who within one year from the date of resignation have, with the consent of the appointing authority and the SSWB, withdrawn their resignations. The names shall be placed on the county reemployment list in accordance with the combined Report of Performance and seniority score if the county has adopted the California County Merit System Report of Performance; otherwise, the names shall be placed on the county reemployment list on a seniority basis alone. The names shall be placed on the state-wide reemployment list in accordance with the total seniority score alone. For example, the name of the employee laid off who had the highest score for the class would be placed at the top of the list, and the name of the person who had the lowest score would be at the bottom of the list.

The name of a person receiving an appointment as a result of a spot or area examination shall not be placed on a reemployment list except for the county from which he was separated. (a)

The order of preference in certifying eligibles shall be: county reemployment list, promotional eligible list, state-wide reemployment list, county eligible list, district eligible list, state-wide eligible list.

Names which have appeared on a list for five consecutive years, shall be removed from the reemployment lists unless the period is extended by the SSWB. (W&IC 119.5, 119.6)

(a) Clarification

~~The results of the reinvestigation for Items 1 through 9 on the reverse of the Form Bl 206 may be recorded on the Form Bl 206 or on an approved alternate form or elsewhere in the case record. Regardless of the place where that information is recorded, Item 10 shall be completed on the reverse of the form.~~

The results of the reinvestigation shall be recorded on the reverse of Recipient's Affirmation of Eligibility, Form Bl 206 (Security for the Blind) or APSB 206, (Aid to Partially Self-supporting Blind Residents) unless alternate forms approved by the SDSW are used or the material is recorded elsewhere in the case record. Regardless of where the results of the reinvestigation are recorded, Item 9 on the reverse of Form Bl 206 shall be completed for every SB case, and Item 10 on the reverse of Form APSB 206 shall be completed for every APSB case.

The following are instructions for the completion of specific items: ~~follow:~~ On Form Bl 206, Items 1, 6, 7, 8 and 9, ~~and 10 of Form Bl 206~~ are self-explanatory. On Form APSB 206, Items 1, 7, 8, 9, and 10 are self-explanatory.

Item 2, Bl 206 and APSB 206, Real Property--When circumstances require real property reinvestigation (See Sec. 351-15, Reinvestigation of Real Property), ~~enter dates of verification and findings.~~ record verified information and source thereof.

Item 3, Bl 206 and APSB 206, Personal Property--When personal property reinvestigation is required by circumstances (See Sec. 351-20, Reinvestigation of Personal Property), record ~~dates of verification and findings~~ verified information and source thereof. (a)

~~Item 4, Income--Enter all income with verification and source. Under source of "Income" record "Home-owned", for every recipient who lives in a home owned outright or in which he has an interest. Record value of use and occupancy as computed in accordance with rules and regulations of SDSW. When there is no net value of use and occupancy, write "none". For APSB enter "Exempt Income" or "Non-exempt Income," according to provisions of law, with verification and source.~~

Item 4, Bl 206 and APSB 206, Income--Enter the sources of all income and the amount from each source. If the recipient lives in a home owned outright or in which he has an interest, record "Home owned" under "Source" and the value of use and occupancy as computed according to SDSW rules under "Amount"; if there is no net value of use and occupancy, enter "none". Enter the verified information and source thereof.

Item 5, Bl206, Need in Excess of ~~$65 per month~~ Maximum Grant--~~In ANB when aid~~ If need in excess of ~~$65~~ the maximum grant is established, enter the nature and amount of the need. ~~which is in excess of $65 per month with verification of need and amount of same.~~

Item 5, APSB 206, Expenses Incident to Receipt of Income--Enter the nature and amount of all expenses incident to the receipt of income, e.g., expenses on home owned and occupied or on rental property, necessary transportation for employment, personal income withholding taxes, social security taxes, etc. (See Income Chapter)

Item 6, APSB 206, [illegible]n for Self-support--~~When aid [illegible] granted under APSB Law,~~ Enter the verification of the plan of self-support ~~with date~~ and source of information. ~~shall be included.~~ (See Sec. 351-55, Redetermination of Eligibility.) ~~under ANB and APSB Program.)~~ (a)

The date at the bottom of the form is the date the worker completed the reverse of Form B1 or APSB 206. (W&IC 3075, 3460)

(a) Forms revised

Title 22-C.A.2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 2 AM 8 56

Sacramento 14
February 28, 1949

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAR 2 - 1949

At 9 o'clock A M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 359-A dated February 24, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams
ne

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

TITLE 22 - CH. 2

Certified as a Regulation (or Regulations of the

Department of Social Welfare
(Name of State Agency)

Thyrsa Williams
(Signature)

Director
(Title)

2/28/49
(Date)

Sec 4 Art XXV

Myrtle Williams
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

February 24, 1949

FILED
In the office of the Secretary of State
of the State of California
MAR 2 - 1949
At 9 o'clock A M.
FRANK M. JORDAN, Secretary of State
By Robert T. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 359-A (OAS, SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Determination of Security Payments (OAS, SB)

As provided in Bulletin 359, there shall be a recording in the case record concerning discussion with the applicant or recipient as to special needs the applicant or recipient may have and the amount required to meet such needs. The record shall show the determination with regard to the establishment of the amount of special need.

The attached work sheets Form Temp. 158 Ag, Computation of Total Need and Security Payment for Old Age Security and Form Temp. 158 SB, Computation of Total Need and Security Payment for Security To The Blind, have been developed on an experimental basis and may be used to compute total need and the amount of the security payment. The left half of the form is used for exploration of the applicant's or recipient's special need, and to record the cost of items of special need as well as of those items of basic need which may represent a special need. The right half of the form is used to record the amount established for individual items of special need, and to record the amount of total need.

The bottom of the form under "Summary" contains appropriate spaces to record total income on the left side and the computation of the security payment on the right side.

The attached forms have been completed to demonstrate their use in the following examples:

OAS

Example: The recipient is paying $35 rent, which includes utilities, and it is inadvisable for him to move because of a serious health condition. His medicine costs $10 a month and he must use a taxi to go to the clinic which costs $12 a month. He receives $40 Railroad Retirement income.

SB

Example: The recipient is paying $45 rent, which includes utilities, and it is inadvisable for him to move because of the necessity for close proximity to a shopping center. His telephone costs $4 a month. Due to his handicap he must pay $7 a month for laundry and $7.50 a month for house cleaning service. He receives $45 Railroad Retirement income.

A completed Form Temp. 158 for Old Age Security or Form Temp. 158 for Security to the Blind may be filed in the case record in lieu of other recording to show the amount allowed for special items of need and how the security payment was determined.

If you wish to use the worksheets (Form Temp. 158 Ag or Temp. 158 SB), you may request a supply from this office or you may mimeograph them for your own use. Since they are experimental forms, a printing order has not been placed, but a supply of the mimeographed forms will be forwarded upon request.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Attachments

OLD AGE SECURITY
COMPUTATION OF TOTAL NEED AND SECURITY PAYMENT

Living as a member of a household group ____ yes X no — Case Name John Doe

If yes, number in household ____ — State No. Jac 1234 Ag — County No. 3215

Basic Need $75.00

Possible Items of Special Need	Cost	Amount of Special Need Established	
1. Food ☐ Special Diet ☐ Restaurant Meals..	____	..Amount of Excess.....	____
2. Rent ☒ Including Utilities.....	$35.00	..Amount of Excess (See Bull. 359, Page 3, Housing).....	$13.70
☐ Not including utilities.....	____	..Amount of Excess.....	____
		Why excess necessary? Illness	
3. Own Home Expense for Repair? NO ☐ YES ☐.....		..If yes, Total cost ____ Recipient's Mo. Share.....	____
Taxes ____		Specify nature of repairs, how cost determined ____	
Insurance ____			
Encumbrance ____			
Upkeep ____			
TOTAL ____ + Occ. Val. ____ = ____	(1)	..Amount of Excess.....	____
4. Utilities Gas ____		..If special need is allowed for utilities state reason	
Electricity ____			
Water ____			
Other ____			
TOTAL ____	____ (2)	..Amount of Excess ____ ....Allowable Excess (3)..	____
5. Board and Room.....	____	..Amount of Excess.....	____
6. Transportation.....	$12.00	..Amount of Excess $12.00 ....Allowable Excess (3)..	$10.50
Specify reason for, and how cost determined ____		(See Bulletin 359, Page 4, Transportation)	
Illness, must see Dr. for doctor & clinic calls 8 round trips per mo. @ $1.50.			
7. Medical Care NO ☐ YES ☒		..M. D. or other, per month.....	
(If yes, complete appropriate items in right hand column)		Prescriptions, drugs, etc.....	$10.00
		Glasses, dentures etc., Specify ____	____
		Sanitarium, Cost ____ ....Allowable Excess (3)..	____
		Nursing care, cost ____ ....Allowable Excess (3)..	____
8. Laundry.....	____	..Amount allowed (must not exceed maximum).....	____
9. Telephone.....	____	..Amount allowed (must not exceed maximum).....	____
		Reason: Health ☐ Blindness ☐ Isolation ☐	
10. Housekeeping Service.....	____	..Amount allowed (because recipient unable to do).....	____
Specify ____			
11. Debt for a special need? NO ☐ YES ☐.....		..If yes, amount (explain fully in record).....	____
TOTAL NEED.....			$109.20

SUMMARY

INCOME

SOURCE	AMOUNT
Net value of occupancy, if any ____	____
Railroad retirement	$40.00
____	____
____	____
TOTAL INCOME.....	$40.00

DETERMINATION OF SECURITY PAYMENT

Total Need	$109.20
Total Income	40.00
Difference between need and income	69.20
Amount of security recommended	70.00

Computed by Mary Jones — Date February 25, 1949

(1) If home owned with others this is the recipient's share of ownership costs plus the occupancy value, if any.
(2) Enter recipient's share if others in household.
(3) Enter the amount of the excess, except when the excess exceeds the maximum enter the maximum.

Form Temp 158 Ag, February 1949

SECURITY FOR THE BLIND
COMPUTATION OF TOTAL NEED AND SECURITY PAYMENT

Living as a Member of a Household Group ____ Yes ___X___ No

If Yes, Number in Household _____

Case Name John Doe

State No. Sac 1234 BL County No. 3215

Basic Need $85.00

Possible Items of Special Need	Actual Cost	Amount of Special Need Established	
2. Food ☐ Special Diet ☐ Restaurant Meals		Amount of Excess	
3. Rent ☒ Including Utilities	$45.00	Amount of Excess (See Bull 359, Page 3, Housing)	$23.70
☐ Not Including Utilities		Amount of Excess	
		Why Excess Necessary? Proximity to Shopping	
4. Own Home Expense for Repair? NO ☐ YES ☐		If Yes, Total Cost ____ Recipient's Mo. Share	
Taxes		Specify Nature of Repairs, How Cost Determined	
Insurance			
Encumbrance			
Upkeep			
TOTAL ____ + Occ. Val. ____ = ____ (1)		Amount of Excess	
4. Utilities Gas		If Special Need is Allowed for Utilities State Reason	
Electricity			
Water			
Other			
Total ____ (2)		Amount of Excess ____ Allowable Excess (3)	
5. Board and Room		Amount of Excess	
6. Transportation		Amount of Excess ____ Allowable Excess (3)	
Specify Reason for, and How Cost Determined		(See Bulletin 359, Page 4, Transportation)	
7. Medical Care No ☐ Yes ☐		M. D. or Other, Per Month	
(If Yes, Complete Appropriate Items in Right Hand Column)		Prescriptions, Drugs, Etc	
		Glasses, Dentures Etc., Specify	
		Sanitarium Cost ____ Allowable Excess (3)	
		Nursing Care Cost ____ Allowable Excess (3)	
8. Laundry	$7.00	Amount Allowed (Must not Exceed Maximum)	$5.00
9. Telephone	$4.00	Amount Allowed (Must not Exceed Maximum)	$4.00
		Reason: Health ☐ Blindness ☒ Isolation ☐	
10. Housekeeping Service	$7.50	Amount Allowed	$7.50
Specify 10 hrs. a month @ .75 an hour		Why necessary? Recipient unable to do	
11. Debt for a Special Need? No ☐ Yes ☐		If Yes, Amount (Explain Fully in Record)	
12. Special Need Because of Blindness? No ☐ Yes ☐		If Yes, Specify	
		TOTAL NEED	$125.20

SUMMARY

INCOME

SOURCE	AMOUNT
Net Value of Occupancy, If Any	
Other Railroad Retirement	$45.00
TOTAL INCOME	$45.00

COMPUTATION OF SECURITY PAYMENT

Total Need	$125.20
Total Income	45.00
Difference Between Need and Income	80.20
Amount of Security Recommended	81.00

Computed By Mary Jones

Date February 25, 1949

(1) If home owned with others this is the recipient's share of ownership costs plus the occupancy value, if any
(2) Enter recipient's share if others in household.
(3) Enter the amount of the excess, except when the excess exceeds the maximum enter the maximum.

Form Temp 158 SB, February 1949

TITLE 22 - CH. 2

MAIN OFFICE
SACRAMENTO
616 K STREET
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LOS ANGELES OFFICE
MIRROR BUILDING
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SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
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STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 2, 1949

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 3 PM 3 49
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAR 3 - 1949

At 4 o'clock P M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the regulations issued by the State Department of Social Welfare:

DEPARTMENT BULLETIN NO. 69-N (3 Aids)
(Emergency Regulation)

These regulations were issued by the State Department of Social Welfare pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 114b and are being filed in accordance with Section 11380 of the Government Code.

These regulations are to be effective immmediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or Regulations of the

Dept of Social Welfare

(Name of State Agency)

Krystle Williams

(Signature)

Director

(Title)

3/2/79

(Date)

ZW1C 103, 1147

Myrtle Williams
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

February 4, 1949

FILED
in the office of the Secretary of State
of the State of California

MAR 3 - 1949

At 4 o'clock P M.
FRANK M. JORDAN, Secretary of State
By Robert T. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 69-N (3Aids)

TO: COUNTY WELFARE DIRECTORS
(Excluding Alameda, Contra Costa, Fresno, Los Angeles, Sacramento, San Bernardino, San Diego, San Francisco, San Mateo, and Santa Clara counties)

Subject: Revision of Specifications for Public Assistance Supervisor Grades I and II

Attached are the revised class specifications for the classifications of Public Assistance Supervisor Grades I and II as approved by the State Social Welfare Board on January 27, 1949.

These revised specifications will replace the specifications for Public Assistance Supervisor Grades I and II sent with Department Bulletin No. 69-C on May 15, 1941.

Please insert the revised class specifications in your copy of the "Classification Plan for County Welfare Departments."

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Attachments

PUBLIC ASSISTANCE SUPERVISOR GRADE I

Definition:

Under general supervision, to plan, assign, and review the work of a group of Public Assistance Workers; to be responsible for the maintenance of acceptable standards of social work practice; to make case decisions in accordance with well defined rules and regulations on the eligibility or continued eligibility and extent of need of applicants or recipients of Old Age Security, Aid to the Needy Blind, Aid to Needy Children, and/or related aids or services; and to do other work as required.

Distinguishing Characteristics of the Work:

A position in this class is distinguished from that of Public Assistance Worker Grade II by the fact that it involves the supervision of usually not more than ten Public Assistance Workers, with the attendant responsibility for making decisions on difficult case problems. A position in this class may involve supervision of either a group of workers in a county welfare department or district office engaged in administering Aged, Blind, Children and related aids and services, or a group of workers engaged in administering one or any combination of the above mentioned categories of aid.

Typical Tasks:

Planning, assigning, and reviewing the work of a group of Public Assistance Workers engaged in investigating the eligibility of applicants and recipients of Old Age Security, Aid to the Needy Blind, Aid to Needy Children, and/or related aids or services; holding individual conferences with workers to discuss case problems, to interpret rules, regulations, or laws relating to eligibility, and to give instructions in case work methods and techniques; making suggestions for improved work; planning, assigning, and occasionally reviewing the work of a small clerical staff engaged in performing routine work for the Public Assistance Workers; reviewing new and renewal applications for Aged, Blind, and Children's Aids to determine if all eligibility factors have been satisfactorily proved; making decisions, subject to review by the County Welfare Director and the Board of Supervisors, on the allowance or disallowance of public assistance and changes in public assistance payments; reading case dictation of supervised worker; interviewing clients' relatives and friends regarding special problems; making arrangements by telephone or correspondence necessary for the transfer of cases by the county welfare department to other agencies; occasionally dictating case records; attending public meetings, giving addresses regarding welfare activities; conferring with the County Welfare Director and State Social Welfare Agent on special problems; conferring with District Attorney on cases involving legal interpretations; dictating correspondence to the State Department of Social Welfare regarding case problems; conducting periodic staff meetings to discuss changes of eligibility requirements, and to coordinate the work of the unit; conferring with County or State officials regarding special problems; preparing statistical reports as required.

PUBLIC ASSISTANCE SUPERVISOR GRADE I

Minimum Qualifications:

Education: Equivalent to graduation from college.

AND

Experience: Three years of full time paid employment as a social worker of which one year within the last ten years must have been in work involving the determination of eligibility for aid or services.

OR

Alternate Education and Experience Requirement:

(1) One year of full time paid employment as a social worker may be substituted for one year of college on a year for year basis to four years.

(2) The successful completion of one year of graduate study at a recognized school of social work may be substituted for one year of the required experience. Maximum allowable substitution for graduate study: Two years of graduate study for two years of experience.

Knowledge:

(1) Thorough knowledge of the provisions of the California Welfare and Institutions Code pertaining to Old Age Security, Aid to the Needy Blind, and Aid to Needy Children.

(2) Thorough knowledge of the social case work method of interviewing and recording.

(3) Thorough knowledge of the principles of case supervision.

(4) Wide knowledge of the titles of the Social Security Act pertaining to Old Age Assistance, Aid to the Needy Blind, and Aid to Needy Children.

PUBLIC ASSISTANCE SUPERVISOR GRADE I

(5) Wide knowledge of the rules and regulations of the State Department of Social Welfare. (Note: This knowledge will not be required for open competitive examinations.)

(6) Wide knowledge of the principal sources of information important in completing investigations of applicants or recipients for public assistance.

(7) Wide knowledge of the recognition of problems which call for the use of public and private community resources.

(8) General knowledge of the programs and their supporting legislation relating to California State and local welfare and national programs relating to public assistance operative in California.

(9) General knowledge of the functions of public welfare agencies.

(10) General knowledge of the principles of public welfare administration.

Ability:

(1) To determine eligibility for public assistance clearly on the basis of laws, rules, and regulations.

(2) To interpret to the applicant, recipient or members of the community, the public assistance programs as set forth in the laws, rules, and regulations.

(3) To present oral and written reports concisely and clearly.

(4) To get along well with others.

(5) To interview effectively.

(6) To size up persons and situations accurately and to adopt an effective course of action.

Personal Characteristics:

Initiative, tact, perseverance, good judgment, dependability, moral and financial integrity, sympathy with the public assistance program of the Social Security Act, neat personal appearance, willingness to accept responsibility and to make difficult case decisions, trustworthiness, good health, and freedom from disabling defects.

PUBLIC ASSISTANCE SUPERVISOR GRADE I

Rev. 1/27/49

PUBLIC ASSISTANCE SUPERVISOR GRADE II

Definition:

Under general supervision, to direct through Public Assistance Supervisors Grade I, the work of a large staff engaged in administering Old Age Security, Aid to the Needy Blind, Aid to Needy Children, and/or related aids or services; to make decisions on difficult case problems; to conduct an in-service-training program for new employees; and to do other work as required.

Distinguishing Characteristics of the Work:

A position in this class is distinguished from the Public Assistance Supervisor Grade I, by the fact that it involves the supervision through one or more Public Assistance Supervisors Grade I, the administration of one or more aids in one of the larger county welfare departments. Because of the responsible nature of the work performed, and the duties and number of personnel supervised, this position can exist only in the larger county welfare departments.

Typical Tasks:

Planning, assigning, and reviewing the work of a large staff engaged in the administration of Old Age Security, Aid to the Needy Blind, Aid to Needy Children, and/or related aids or services; conferring with the county director and other supervisors regarding policies, procedures, personnel matters and case work problems; supervising and assisting in the operation of an in-service-training program for new employees; reviewing correspondence, transfer cases, reports, and other material after completion by one of the workers; conducting staff meetings; interpreting policies and procedures to the staff, and explaining their application; reading case records; dictating letters regarding any aspects of the welfare programs; reviewing applications for all categories of aid to determine if all eligibility factors have been satisfactorily established; discussing case problems with individual workers or supervisors, and making case decisions; conferring with executives of other local agencies regarding welfare policies and procedures and particular case problems; discussing case problems and policies with representatives of the State Department of Social Welfare; addressing local service groups or organizations regarding the various aspects of the welfare program; interviewing complainants with difficult problems and making necessary adjustments.

Minimum Qualifications:

EITHER I

One year as a Public Assistance Supervisor Grade I or an equivalent class.

OR II

Education: Equivalent to graduation from college,

AND

Experience: Four years of full time paid employment as a social worker including: (a) one year of employment in a public assistance agency within the last ten years in work involving the determination of eligibility for aid or services; and (b) two years within the last five years in a supervisory, administrative, or consultative capacity.

OR

Alternate Education and Experience Requirement:

(1) One year of full time paid employment as a social worker may be substituted for one year of college on a year for year basis to four years.

(2) The successful completion of one year of graduate study at a recognized school of social work may be substituted for one year of the required experience. Maximum allowable substitution for graduate study: Two years of graduate study for two years of experience.

Knowledge:

(1) Thorough knowledge of the provisions of the California Welfare and Institutions Code pertaining to Old Age Security, Aid to the Needy Blind, and Aid to Needy Children.

(2) Thorough knowledge of the principles of case supervision.

(3) Thorough knowledge of the titles of the Social Security Act pertaining to Old Age Assistance, Aid to the Blind, and Aid to Dependent Children.

(4) Thorough knowledge of the recognition of problems which call for the use of public and private community resources.

(5) Thorough knowledge of the social case work method of interviewing and recording.

(6) Wide knowledge of the rules and regulations of the State Department of Social Welfare. (Note: This knowledge will not be required for open competitive examinations.)

PUBLIC ASSISTANCE SUPERVISOR GRADE II

Rev. 1/27/49

(7) Wide knowledge of the programs and their supporting legislation relating to California State and local welfare and national programs relating to public assistance operative in California.

(8) Wide knowledge of the principles of public welfare administration.

(9) Wide knowledge of the principal sources of information important in completing investigations of applicants or recipients for public assistance.

Ability:

(1) To determine eligibility for public assistance clearly on the basis of laws, rules, and regulations.

(2) To interpret to the applicant, recipient or members of the community, the public assistance programs as set forth in the laws, rules, and regulations.

(3) To plan, direct, and coordinate effectively the activities of a large staff.

(4) To present oral and written reports concisely and clearly.

(5) To get along well with others.

(6) To interview effectively.

(7) To size up persons and situations accurately and to adopt an effective course of action.

(8) To enlist the cooperation of individuals, organizations, and other agencies in every day work relationships.

Personal Characteristics:

Initiative, tact, perseverance, willingness to make difficult case decisions, good judgment, dependability, moral and financial integrity, sympathy with the public assistance program of the Social Security Act, neat personal appearance, good health, and freedom from disabling defects.

Title 22 Ch. 2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 4, 1949

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 7 AM 11 13
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAR 7 - 1949
At 1:30 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 359-B dated March 3, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or Regulations of the

Dept of Soc Welf.

(Name of State Agency)

Frank Williams

(Signature)

Director

(Title)

3/4/79

(Date)

MYRTLE WILLIAMS
Director

Art XXI of the Calif Const.

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

March 3, 1949

FILED
in the office of the Secretary of State
of the State of California

MAR 7 - 1949
At 1:30 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 359-B(OAS, SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Determination of Security Payments OAS--SB

Income from Room Rental

Sub-Rental of Rooms

Manual Section 151-70, Net Income from Sub-Rental of Rooms, is hereby rescinded with respect to OAS and SB. The following policies shall govern the determination of net income from sub-rental of rooms in a rented house occupied by an applicant or recipient of OAS or SB.

The net return from sub-rental of rooms in a rented house shall be considered in determining the amount of the security payment. The net income shall be determined by deducting from the gross income from the roomers those expenses allocable to the roomers, i.e., extra cost of utilities, any necessary laundry expense because of the roomers, the cost of replacement of linen or other equipment used in connection with the rental of rooms.

When the applicant or recipient's share of rent for the entire house is in excess of the basic allowance, the amount in excess thereof represents special need provided adequate housing is not available at less cost within the community, a health condition requires close proximity to a medical or shopping center, or the employment of the recipient or his spouse makes proximity to the place of employment a factor. (Bul. 359, Page 3, Item C2)

Example: A couple rent a house, no utilities included, for $40 a month or $20 each. The share of each is $5 in excess of the basic rental allowance ($15). They rent a room and their gross rental income is $30 a month. The extra cost of utilities because of the roomer is determined to be $1.50 per month. There is no expense for laundry of linen. The cost of replacement of linen, etc., is estimated at 50¢ a month. The net income from sub-rental of rooms is $28 or $14 each ($30 less $1.50 utilities and 50¢ replacements, divided by two). Adequate housing is not available in the community for less than $40 a month. Therefore special housing need is established for each recipient in the amount of $5 a month. In the absence of other special need, the total need of each is $80 a month. This amount less $14 income results in a grant of $66.

When an applicant or recipient rents a large house and is operating a rooming house as a business enterprise the net income from the roomers shall be determined by deducting from the gross rental the cost of utilities, replacements, services essential to the operation of the business, and the amount by which the rental from the property exceeds the basic allowance for rent (i.e., $15 for a single recipient, $30 for a couple). Under no circumstances shall special need for housing be established in determining the total need of the recipient whose rooming house operation is essentially a business enterprise.

Rental of Rooms in a Home Which is Owned and Occupied

Manual Section 152-10, Occupancy Value of Homes owned by Recipients, remains in effect except that the last paragraph on page 3 of that section and the first paragraph on page 4 of the section are rescinded with respect to OAS and SB. In lieu thereof the following policy is effective.

When rooms (as distinct from apartments) in a home owned and occupied by the recipient are rented, the net value of occupancy, if any, and any net income from roomers shall be considered in determining the amount of the security payment. The net income from roomers shall be determined by deducting from the gross income from roomers the cost of extra utilities due to rental of rooms, any necessary laundry expense because of the roomers, and the cost of replacement of linens or other household equipment used in connection with the rental of rooms. When the monthly total cost of pro-rated taxes, insurance, the required encumbrance payments, (principal and interest) if any, $2 monthly allowance for minor repair and upkeep (or the recipient's monthly share thereof) and the net occupancy value, if any, exceeds $15, the amount in excess of $15 shall be allowed as special need.

Example: A recipient and his spouse own their own home and rent two rooms receiving $30 gross rental. The extra cost of utilities because of the roomers is determined to be $2.50 a month. The laundry cost for linen used by the roomers is estimated at $3 per month, and the cost of replacement of linen etc., is estimated at $1 per month. The couple's net income from the roomers is $30 less $6.50 ($2.50 utilities $3 laundry and $1 replacement) or $24.50 ($12.25 each).

The home is assessed at $1100 and is encumbered. The required monthly encumbrance payment is $18 and there is no net occupancy value. City and County taxes average $12 a month, insurance $1 and upkeep $2. The couple's total housing cost is $33 ($18 encumbrance, $12 taxes, $1 insurance and $2 upkeep) or $16.50 each. This is $1.50 more than the basic housing cost for each recipient ($15) and therefore there is a special need for housing in the amount of $1.50 per month. In the absence of other special need the total need is $76.50 ($75 plus $1.50). This amount less $12.25 results in a grant of $65 ($64.25 increased to the next higher whole dollar).

This bulletin becomes effective immediately.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Title 22 Ch. 2

Certified as a Regulation (or Regulations of the

Dept of Soc. Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Director

(Title)

3-8-49

(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

March 4, 1949

1297

MANUAL LETTER NO. 129

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. The revision numbers are as follows:

Welfare Personnel Standards	Revisions 80 through 83
Continuing Services	Revisions 214 through 218

The revisions to the Welfare Personnel Standards chapter were adopted by the Social Welfare Board on February 25, 1949, and are being issued by the SDSW to become effective on March 1, 1949. The revisions to the Continuing Services chapter were adopted by the Social Welfare Board with respect to APSB on February 25, 1949, and are being issued by the SDSW to become effective on March 1, 1949.

Secs. 071-65, 071-95, 073-00, and 073-20 have been revised to incorporate instructions for spot or area examinations.

Sec. 073-10 as amended provides that an examining agency may remove the name of an eligible from an eligible list if the name has been on the eligible list for a period of a year or more and all other names which have been on the list for the same length of time or longer are also removed.

Instructions for recording reinvestigations given in Sec. 352-20 have been revised to apply to the revised Form Bl 206 and the new Form APSB 206. The samples of Forms Bl 206 and APSB 206 attached are to replace Form Bl 206 now in Sec. 353-99.

Department Bulletins 340, 347, 350, and 354 are now obsolete.

The following sections of the "Amount of Grant" chapter are obsolete. See Department Bulletin No. 359.

155-25	156-20
155-26	156-25
155-30	156-30
155-50	156-50
156-15	

FILED
in the office of the Secretary of State
of the State of California

MAR 9 - 1949

At 2:30 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert Y. Jordan
Assistant Secretary of State

071-65 (Continued) 071-65

9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-80 FILING APPLICATIONS **071-80**
WPS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants. (W&IC 119.5, 119.6)

071-85 QUALIFICATIONS OF APPLICANT **071-85**
WPS

Applicant shall:

1. Be citizens of the United States. (LC 1941)

2. Be legal residents of California for at least one year prior to the date of examination unless the residence qualifications are specifically waived by the SSWB. (W&IC 119.5, 119.6)

3. Possess all entrance requirements specified in the minimum qualifications established for the class. However, immediately following any statement in the minimum qualifications of a class specification which requires that the education and/or experience must have been obtained within a prescribed time period, the following parenthetical statement shall be added, "(Excluding time spent in the military service of the United States in time of war, including the period September 16, 1940, to December 7, 1941)." (W&IC 119.5, 119.6; FSS ACT)

(Section Continued on Next Page)

071-60 CONTENTS OF QUALIFYING AND OPEN COMPETITIVE EXAMINATION 071-60
WPS

Examinations shall include:

1. Practical written tests as an integral part of all examinations. For exception, see Sec. 075-35, Noncompetitive Promotions;
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination. (W&IC 119.5, 119.6, FSS-Admin.)

071-65 NOTICE OF EXAMINATIONS 071-65
WPS

The examining agency shall give public announcement of state-wide examinations at least three weeks in advance of the closing date for receipt of applications. The examining agency shall give public announcement of spot or area examinations at least ten days in advance of the closing date for receipt of applications. Notice of state-wide examinations shall be posted in important centers throughout state; and copies shall be sent to newspapers of state-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as the examining agency may deem expedient. Notice of spot or area examinations shall be posted in such places and sent to such persons, organizations, or public agencies as the examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;

(Section Continued on Next Page)

071-95 (Continued) 071-95

12. He has otherwise violated provisions of these rules.
13. The examination is a spot or area examination and he has previously competed in a spot or area examination for the same class within a 30-day period.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

Any person whose name is removed from an eligible list may appeal to SSWB for reconsideration. (SEE SEC. 076-60, APPEAL FROM REMOVAL FROM ELIGIBLE LIST.) (W&IC 119.5, 119.6; FSS-ADMIN.)

072-00 CONDUCT OF EXAMINATIONS 072-00
WPS

Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The examining agency may designate such monitors as may be necessary to conduct examinations under prescribed instructions.

The identity of persons taking competitive written examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the examining agency to each applicant. Any examination papers bearing name of applicant or identification other than an identification number shall be rejected. In cases of rejection, examining agency shall promptly notify applicant. (W&IC 119.5, 119.6)

072-05 RATING EXAMINATIONS 072-05
WPS

The examining agency shall determine the results of each applicant's examination in accordance with the weights for the several parts established by the examining agency in conformity with these rules as set forth in the examination announcement. All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure except that applicants who are eligible for veterans' preference shall be given additional credit in open competitive examinations in the manner outlined in this section.

In the case of all open competitive examinations, veterans with thirty days or more of service, who become eligible for certification from eligible lists by attaining the passing mark established for the examination, shall be allowed an additional credit of five points, which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after such credit of five points shall have been added.

(Section Continued on Next Page)

071-85 (Continued) 071-85

4. Be of good moral character, of temperate habits, and in all respects mentally and physically competent to perform duties of position for which candidate is competing. (W&IC 119.5, 119.6)

071-95 DISQUALIFICATION OF APPLICANTS 071-95
WPS

Under the supervision and direction of the SSWB, the examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
   a. When offense was a misdemeanor, Personnel Officer may recommend to Director that disqualification under this section shall not be effected;
   b. When offense was a felony, Personnel Officer shall secure and submit to Director complete information on the facts surrounding the case, the Director shall then decide whether disqualification under this section shall be effected;
   c. When an applicant has been convicted of commission of a felony and it is decided that disqualification under this section is not effected, notice of such fact shall be given to appointing authority whenever applicant's name is certified for appointment.
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;
9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;

(Section Continued on Next Page)

073-00 (Continued) 073-00

In order to assist county agencies in appointing county residents to positions whenever possible, the examining agency shall establish eligible lists containing names of eligibles who reside within a given county. The examining agency shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. The examining agency shall also maintain state-wide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, provided, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, the examining agency, with the approval of the SSWB, may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose the examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for the class in which vacancy exists. (W&IC 119.5, 119.6; FSS-ADMIN.)

073-05 DURATION OF ELIGIBLE LISTS **073-05**
WPS

Each eligible list shall remain in effect at least one year from the date of its establishment and thereafter until exhausted or replaced by a more recently prepared list for the class.

An eligible list may be deemed by examining agency to be exhausted if fewer than three available eligibles remain on the eligible list.

Notice of intention to abolish an eligible or promotional eligible list upon completion of a new examination shall be sent to all eligibles whose names appear upon the list to be abolished.

It shall be the duty of the SDSW to notify examining agency as far in advance as possible of vacancies which may occur in a county agency. Within these rules, examining agency shall be responsible for determining adequacy of existing eligible lists and for establishment and maintenance of appropriate eligible lists for all positions in the agencies exclusive of exempt positions. (W&IC 119.5, 119.6)

072-30 EXAMINATION RECORDS **072-30**
WPS

All examination papers submitted by competitors are property of the examining agency and are confidential records which shall be open to inspection only for such purpose and under such conditions as follows:

1. On written request to the examining agency, any competitor may within thirty days after the date on which the Notification of Test Results of such examination was mailed to him inspect his papers at such time and place and under supervision of such person as examining agency may designate.

2. Competitor's papers shall be open to inspection only by the competitor himself, or his attorney upon written authorization of such competitor. The application form of eligibles certified to fill vacancies may be inspected by the appointing authority to whom such eligibles have been certified or by his authorized representative.

3. Unauthorized copying of questions or answers by any person from any paper made available for inspection is forbidden and may result in cancellation of eligibility and disbarment from future examinations.

4. Examining agency may approve such conditions as to time, place, manner, and frequency of inspection as in its judgment may be necessary to prevent abuse of this privilege.

Applications and other necessary examination records shall be kept during the life of the eligible list. Examination records of appointees shall be kept a reasonable period of time, but examination records of other applicants, not appointed may be destroyed thirty days after the eligible list expires or in accordance with practice of examining agency.

All notices of changes of address shall be filed by applicants and eligibles with examining agency. (W&IC 119.5, 119.6)

073-00 ESTABLISHMENT OF ELIGIBLE LISTS **073-00**
WPS

After each examination, the examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical, their names shall be arranged on the eligible list in the order of their ratings on the chief essential of the examination.

In order to meet local recruitment conditions, the examining agency may give spot or area examinations. The examining agency shall prepare an eligible list of persons who qualify. Eligibility resulting from this type of examination is limited to the geographical area within the state specified in the examination announcement for that particular examination. A state-wide eligible list for a given class shall take precedence over an area or spot eligible list for the same class.

(Section Continued on Next Page)

073-25 PROMOTIONAL ELIGIBLE LISTS **073-25**
WPS

Names of competitors who are successful in promotional examinations for any given county as provided in these rules shall be placed on the county promotional eligible list for class for which such examination is held and said list may take precedence over eligible list and general reemployment list for said class at discretion of appointing authority.

An employee who leaves employ of the county (except by lay-off) in which he has gained eligibility for promotion shall be considered as having relinquished his right to promotion, and his name shall be stricken from such promotional eligible list. In discretion of SDSW, such employee's name may, if the employee requests it in writing, be placed upon eligible list for same class in accordance with final rating attained in promotional examination, if there be such an eligible list then existing. (W&IC 119.5, 119.6; FSS-ADMIN.)

073-30 INACTIVE LISTS **073-30**
WPS

The name of an eligible who is not available for immediate certification shall be placed upon an inactive list, but may be restored to the active list from which it was removed upon written request of such eligible, provided list resulting from the examination in which he participated is still in existence. (SEE SEC. 073-70, RESPONSE BY CERTIFIED ELIGIBLE AND SEC. 073-90, VOLUNTARY WITHDRAWAL FROM ACTIVE LIST.) (W&IC 119.5, 119.6)

073-50 REQUEST FOR CERTIFICATION OF ELIGIBLES **073-50**
WPS

Whenever a position is to be filled, appointing authority shall notify the SDSW of that fact in advance of date of anticipated need and shall make written request for certification on Form PS-18, Request for Certification, stating duties, salary, tenure, and location of the position.

In requesting certification for personnel, the appointing authority may have the right to specify the sex of the eligible to be certified, providing that a justifiable reason is given for the request and is approved by the Personnel Officer. (W&IC 119.5, 119.6)

073-60 CERTIFICATION OF NAMES **073-60**
WPS

Examining agency shall certify to appointing authority on Form PS-19, Certification of Eligibles, names and addresses of the three persons who stand highest on eligible list for class to which position belongs and who have indicated a willingness to accept conditions of employment as specified.

(Section Continued on Next Page)

073-10 REMOVAL OF NAMES FROM ELIGIBLE LISTS 073-10
WPS

Under supervision and direction of the SSWB, the examining agency may remove the name of an eligible from an eligible list:

1. For any of the causes stipulated in Sec. 071-95, Disqualification of Applicants;
2. On evidence that the eligible cannot be located by postal authorities;
3. On receipt of a statement from the eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
4. If three offers of a probationary appointment to the class for which the eligible list was established have been declined by the eligible;
5. If the name has been on the eligible list for a period of one year or more, and all other names which have been on the list for the same length of time or longer are also removed.

The examining agency shall notify the eligible by mail addressed to his last-known address of this action and the reasons therefor. An eligible's name shall be reinstated on the eligible list upon showing of cause satisfactory to the SDSW, or in accordance with a decision of the SSWB upon appeal as provided in Sec. 076-70, Appeal from Dismissal, Suspension, or Demotion. (W&IC 119.5, 119.6)

073-20 REEMPLOYMENT LISTS 073-20
WPS

In addition to the eligible list for any class there shall be maintained for each class county and state-wide reemployment lists, which shall contain names of (1) employees who had permanent or probationary status and who have been laid off or demoted from positions in the class in accordance with the procedure outlined in Sec. 076-05, Reduction of Force, and (2) persons who have resigned and who within one year from the date of resignation have, with the consent of the appointing authority and the SSWB, withdrawn their resignations. The names shall be placed on the county reemployment list in accordance with the combined Report of Performance and seniority score if the county has adopted the California County Merit System Report of Performance; otherwise, the names shall be placed on the county reemployment list on a seniority basis alone. The names shall be placed on the state-wide reemployment list in accordance with the total seniority score alone. For example, the name of the employee laid off who had the highest score for the class would be placed at the top of the list, and the name of the person who had the lowest score would be at the bottom of the list.

The name of a person receiving an appointment as a result of a spot or area examination shall not be placed on a reemployment list except for the county from which he was separated.

The order of preference in certifying eligibles shall be: county reemployment list, promotional eligible list, state-wide reemployment list, county eligible list, district eligible list, state-wide eligible list.

Names which have appeared on a list for five consecutive years, shall be removed from the reemployment lists unless the period is extended by the SSWB. (W&IC 119.5, 119.6)

352-25 (Continued) 352-25

The date reinvestigation was completed is defined as the month in which the county worker and/or the case supervisor or county welfare director (dependent upon county discretion in determining when the reinvestigation is "completed") signed the reverse of the completed Affirmation of Eligibility (Form Ag, Bl, CA 206). (W&IC 1560, 2140, 3075, 3460)

353-00 OTHER REINVESTIGATIONS 353-00
OAS, ANB, APSB, ANC

Upon receipt of a report of an alleged resource or other unverified information which raises question regarding a recipient's or in ANC, a parent's or child's continued eligibility, appropriate investigation shall be initiated promptly. A sustained effort shall be made to complete the investigation within the first month following that in which the report causing the investigation is received. (W&IC 1560, 2140, 3075, 3460)

353-05 REPORT REQUIRED OF RECIPIENT WHO LEAVES STATE 353-05
OAS, ANB, APSB, ANC

A recipient of OAS, ANB, or APSB who plans to go or goes to another state and whose aid continues beyond the second month following departure due to "unusual circumstances," shall report before leaving, or not later than two months after departure, his intent with regard to residence. (SEE SEC. 123-05, CONTINUANCE OF AID WHILE RECIPIENT ABSENT FROM STATE.) He shall also report his living arrangements in the new locality, any change in his income because of the change in living plan, and the contribution, if any, required to cover his share of expense in the household.

When a child receiving ANC accompanies his parent to another state and aid continues beyond the second month following departure, the parent shall comply with these requirements.

In ANC, arrangements shall be made periodically with the welfare department in the locality where the child is living, to contact the recipient to determine that the child is receiving adequate care.

When warrants are mailed out of the state on a continuing basis, the county may verify the whereabouts of the recipients by forwarding occasional warrants by registered mail with a return receipt requested. (SEE SECS. 123-20, RETURN FROM OUT OF STATE TO COUNTY OF RESIDENCE AFTER AID DISCONTINUED, AND 123-50, LOSS OF STATE RESIDENCE WHILE IN RECEIPT OF AID.) (W&IC 1560, 2140, 3075, 3460)

353-20 CHANGES IN AID FOLLOWING REINVESTIGATION 353-20
OAS, ANB, APSB, ANC

When a reinvestigation, either annual or otherwise, indicated a change in the amount of the grant, such change shall be made as soon as administratively possible. A Notice of Change (Form Ag,Bl,CA 232) shall be submitted to the SDSW not later than 15 days after action by the board of supervisors. (SEE SECS. 360-25, REASONS FOR CHANGES IN AMOUNT OF AID, AND 362-25, CHANGE IN NEED OR INCOME--NO CHANGE IN GRANT.) (W&IC 1560, 2140, 3075, 3460)

352-20 RECORDING OF REINVESTIGATION **352-20**

SB, APSB

The results of the reinvestigation shall be recorded on the reverse of Recipient's Affirmation of Eligibility, Form B1 206 (Security for the Blind) or APSB 206 (Aid to Partially Self-supporting Blind Residents) unless alternate forms approved by the SDSW are used or the material is recorded elsewhere in the case record. Regardless of where the results of the reinvestigation are recorded, Item 9 on the reverse of Form B1 206 shall be completed for every SB case, and Item 10 on the reverse of Form APSB 206 shall be completed for every APSB case.

The following are instructions for the completion of specific items:

On Form B1 206, Items 1, 6, 7, 8, and 9 are self-explanatory.

On Form APSB 206, Items 1, 7, 8, 9, and 10 are self-explanatory.

Item 2, B1 206 and APSB 206, Real Property--When circumstances require real property reinvestigation (see Sec. 351-15, Reinvestigation of Real Property), record verified information and source thereof.

Item 3, B1 206 and APSB 206, Personal Property--When personal property reinvestigation is required by circumstances (see Sec. 351-20, Reinvestigation of Personal Property), record verified information and source thereof.

Item 4, B1 206 and APSB 206, Income--Enter the sources of all income and the amount from each source. If the recipient lives in a home owned outright or in which he has an interest, record "Home owned" under "Source" and the value of use and occupancy as computed according to SDSW rules under "Amount"; if there is no net value of use and occupancy, enter "none." Enter the verified information and source thereof.

Item 5, B1 206, Need in Excess of Maximum Grant--If need in excess of the maximum grant is established, enter the nature and amount of the need.

Item 5, APSB 206, Expenses Incident to Receipt of Income--Enter the nature and amount of all expenses incident to the receipt of income, e.g., expenses on home owned and occupied or on rental property, necessary transportation for employment, personal income withholding taxes, social security taxes, etc. (See Income Chapter)

Item 6, APSB 206, Plan for Self-support--Enter the verification of the plan of self-support and source of information. (See Sec. 351-55, Redetermination of Eligibility.)

The date at the bottom of the form is the date the worker completed the reverse of Form B1 or APSB 206. (W&IC 3075, 3460)

352-25 NOTIFICATION TO SDSW OF COMPLETION OF REINVESTIGATIONS **352-25**

OAS, ANB, APSB, ANC

The reinvestigation completed by the county each month shall be reported in accordance with the provisions of Sec. 565-00, Instructions for Preparation of Monthly Report on Reinvestigations.

(Section Continued on Next Page)

353-99 (Continued) 353-99

Form B1 206 (Reverse)

REPORT OF ELIGIBILITY REINVESTIGATION

1. BLINDNESS. Date of latest physician's report_____ Reexamination necessary_____ Yes or No

2. REAL PROPERTY. Verified information and source thereof.

_____

_____

_____

_____

3. PERSONAL PROPERTY. Verified information and source thereof.

_____

_____

_____

_____

4. INCOME. Verified information and source thereof.

SOURCE	AMOUNT
	$
	$
	$
	$
	$

_____

_____

5. NEED IN EXCESS OF MAXIMUM GRANT.

NATURE	AMOUNT	NATURE	AMOUNT
	$		$
	$		$
	$		$
	$		$

6. Is eligibility for Aid to Partially Self-Supporting Blind Residents indicated?_____ Yes or No

7. Date of last home visit to recipient_____ If visit was not made, indicate the substitute contact

_____

_____

_____

8. Present living arrangement: (Check one)

Alone ☐ With Relative ☐ Boarding Home ☐

Private institution ☐ _____ (Give Name) Other ☐ _____ (Specify)

9. Recipient is eligible to Security for the Blind in the amount of $_____

_____ Signature of Public Assistance Worker _____ Date

(Section Continued on Next Page)

353-99 (Continued) 353-99

State of California FORM B1 206 Department of Social Welfare

RECIPIENT'S AFFIRMATION OF ELIGIBILITY
FOR SECURITY FOR THE BLIND

State No. _____
County No. _____

I, _____ Residing at _____
Print or Type Name in Full Street Number or R.F.D.

City of _____ County of _____

California, herewith affirm that I am eligible for Security for the Blind to wit:

1. I am blind to the extent -- Totally _____ Partially _____
2. I do not own real property with a county assessed value, less encumbrances of record, in excess of three thousand five hundred dollars ($3,500).
3. I do not have personal property, the value of which less all encumbrances thereon of record, is in excess of one thousand five hundred dollars ($1,500).
4. Since my last affirmation of eligibility:
   (A) I have acquired real property consisting of _____
   (B) I have disposed of real property consisting of _____
   (C) I have acquired personal property consisting of _____
   (D) I have disposed of personal property consisting of _____
5. I am in need. I have income, not including the grant of Security for the Blind, as follows:

SOURCE	AMOUNT OF CASH	OTHER THAN CASH Specify Such as Free Rent, Food, Etc.
Spouse	$	
Children		
Other Relatives or Friends		
Earnings		
Rentals		
Annuities or Insurance		
Servicemen's Allowances		
Stock Dividends		
Interest		
Social Service Benefits		
Civil, Military or Fraternal Pensions		
Other: (Specify)		

6. I live in a home which I own in whole or in part _____ Yes or No
7. I have received during the past year, other than the grant of Security for the Blind, income from the following sources: _____
8. I have special needs in addition to usual living expenses as follows: (State nature and amount) _____
9. I have a plan for achieving self-support _____ Yes or No Type of plan _____
10. My spouse is living _____ Yes or No His/her address is _____
11. I do not solicit alms.
12. I have been an inmate of a hospital or institution since my last affirmation of eligibility _____ Yes or No

I solemnly swear or affirm that the statements above set forth, which have been read to me, are true and correct to the best of my knowledge and belief, and that I will notify the local welfare office promptly of any change in my income, property holdings, financial condition, or address.

NOTE:--When recipient cannot sign his name, the signature of two witnesses to his mark must appear.

_____ Signature or Mark of Recipient

_____ Witness to Mark

_____ Witness to Mark

Subscribed and sworn to before me this _____ day of _____ 19__

NAME _____ TITLE _____
Signature of person qualified to acknowledge an affidavit

Form B1 206, Revised February 1949 (OVER)

(Section Continued on Next Page)

353-99 (Continued) 353-99

Form APSB 206 (Reverse)

REPORT OF ELIGIBILITY REINVESTIGATION

1. BLINDNESS. Date of latest physician's report_____ Reexamination necessary_____ Yes or No

2. REAL PROPERTY. Verified information and source thereof.

3. PERSONAL PROPERTY. Verified information and source thereof.

4. INCOME. Verified information and source thereof.

SOURCE	AMOUNT
	$
	$
	$
	$
	$

5. EXPENSES INCIDENT TO RECEIPT OF INCOME

NATURE	AMOUNT	NATURE	AMOUNT
	$		$
	$		$
	$		$
	$		$

6. PLAN FOR SELF-SUPPORT. Verified information and sources thereof.

7. RESPONSIBLE RELATIVES. Has each been contacted or requested to sign Statement of Respon. Relative_____ Yes or No

Of those contacted or who filed Statement of Responsible Relative, which relatives appear to have ability to assist?

8. Date of last home visit to recipient_____ If visit was not made, indicate and substitute contact

9. Present living arrangement (check one):

Alone ☐ With Relatives ☐ Boarding Home ☐

Private institution ☐ _____ (Give Name) Other ☐ _____ (Specify)

10. Recipient is eligible to Aid to Partially Self-Supporting Blind Residents in the amount of $_____

_____ Signature of Public Assistance Worker _____ Date

(Section Continued on Next Page)

353-99 (Continued) 353-99

State of California Department of Social Welfare

Form APSB 206

State No. _____
County No. _____

RECIPIENT'S AFFIRMATION OF ELIGIBILITY
AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

I, _____ residing at _____
Print or Type Name in Full Street Number or R.F.D.

City of _____ County of _____

California, herewith affirm that I am eligible for Aid to Partially Self-Supporting Blind Residents to wit:

1. I am blind to the extent--Totally _____ Partially _____
2. I do not own real and/or personal property with a county assessed value, less encumbrances of record, in excess of three thousand five hundred dollars ($3,500).
3. Since my last affirmation of eligibility:
   (A) I have acquired real property consisting of _____
   (B) I have disposed of real property consisting of _____
   (C) I have acquired personal property consisting of _____
   (D) I have disposed of personal property consisting of _____
4. I am in need. I have income, not including the grant of Aid to Partially Self-Supporting Blind Residents, as follows:

SOURCE	AMOUNT OF CASH	OTHER THAN CASH Specify Such as Free Rent, Food, Etc.
Spouse	$	
Children		
Other Relatives or Friends		
Earnings		
Rentals		
Annuities or Insurance		
Servicemen's Allowances		
Stock Dividends		
Interest		
Social Security Benefits		
Civil, Military or Fraternal Pensions		
Other: (specify)		

5. I live in a home which I own in whole or in part _____. (Yes or No)
6. I have received during the past year, other than the grant of Aid to Partially Self-Supporting Blind Residents, income from the following sources: _____
7. I have expenses incident to securing or retention of employment as follows: (State nature and amount) _____
8. I have a plan for achieving self-support _____ (Yes or No) Type of plan _____
9. I am willing to use income and resources which I am permitted to retain for the purpose of achieving self-support _____ (Yes or No)
10. I do not solicit alms.
11. I have been an inmate of a hospital or institution since my last affirmation of eligibility _____ (Yes or No)

I Solemnly swear or affirm that the statements above set forth, which have been read to me, are true and correct to the best of my knowledge and belief, and that I will notify the local welfare office promptly of any change in my income, property holdings, financial condition, address, or plan for self-support.

NOTE:--When recipient cannot sign his name, the signature of two witnesses to his mark must appear.

_____
Signature or Mark of Recipient

_____
Witness to Mark

_____
Witness to Mark

Subscribed and sworn to before me this _____ day of _____ 19__

NAME _____ TITLE _____
Signature of Person qualified to acknowledge an affidavit

(OVER)

FORM APSB 206 -- February 1949

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 8, 1949

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 9 AM 11 06
FRANK M. JORDAN
SECRETARY OF STATE

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 129.

This material was previously filed with your office on March 1, 1949. It is now being sent to you in manual form.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Title 22. Ch. 2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 16, 1949

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 17 PM 4 18
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAR 17 1949

At 4:30 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 359-B Revised dated March 10, 1949
DEPARTMENT BULLETIN NO. 361 dated March 2, 1949

These regulations were issued on the above dates by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Title 2, Ch. 2

Certified as a Regulation (or Regulations of the

Dept of Soc. Welfare

(Name of State Agency)

Mrs B Williams

(Signature)

Director

(Title)

3-16-49

(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

March 10, 1949

Sec 4 of Art. XXV of the Calif Constitution

FILED
in the office of the Secretary of State
of the State of California

MAR 17 1949

At 4:30 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 359-B Revised (OAS and SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Determination of Security Payments OAS and SB

Income from Room Rental

The last two sentences of the example on page 1 of Department Bulletin 359-B, issued March 3, 1949, should read as follows:

> In the absence of other special need, the total need of each is $80 a month in OAS or $90 a month in SB. Deducting the $14 income from total need results in a grant of $66 in OAS or $76 in SB.

The first sentence on page 2 should be corrected as follows:

> When an applicant or recipient rents a large house and is operating a rooming house as a business enterprise the net income from the roomers shall be determined by deducting from the gross rental income the cost of utilities, replacements, services essential to the operation of the business, and the amount by which the rent paid for the property exceeds the basic allowance for rent (i.e., $15 for a single recipient, $30 for a couple).

The third and fourth sentences of the example on page 2 should be corrected as follows:

> The laundry cost for linen used by the roomers is estimated at ~~$3~~ $2 per month, and the cost of replacement of linen, etc., is estimated at $1 per month. The couple's net income from the roomers is $30 less ~~$6.50~~ $5.50 ($2.50 utilities, ~~$3~~ $2 laundry, and $1 replacement) or $24.50 ($12.25 each).

The last two sentences of the example on page 2 should read as follows:

> In the absence of other special need the total need in OAS is $76.50 ($75 plus $1.50) or in SB $86.50 ($85 plus $1.50). Deducting the $12.25 income from total need results in a grant of $65 in OAS ($64.25 increased to next higher whole dollar) or $75 in SB ($74.25 increased to next higher whole dollar).

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Title 22 Ch. 2

Certified as a Regulation (or Regulations of the

Dept of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Director

(Title)

3-16-49

(Date)

MYRTLE WILLIAMS
Director

Sec 4 Art. XXV of the Calif Constitution

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
March 2, 1949

FILED
in the office of the Secretary of State
of the State of California

MAR 17 1949
At 4:30 o'clock P M.
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 361 (FISCAL)

TO: COUNTY WELFARE DIRECTORS
COUNTY AUDITORS
COUNTY BOARDS OF SUPERVISORS

Subject: Rental Claims for County-owned Buildings--Old Age Security and Security for the Blind

Effective December 1, 1948, rent may be claimed under certain conditions for space used in county-owned buildings. This applies only to welfare department activities chargeable to the Old Age Security and Security for the Blind Programs. Amounts that may be allowed are subject to State Department of Social Welfare approval. The following regulations shall apply:

1. The rental rate shall be established on a square footage basis and shall not exceed the established rate for similar space in the area of the city in which the building is located.

2. If a complete building or a self-contained unit of a building is occupied by the welfare department, a county has the option of establishing the rental rate either on:

   a. A gross rental basis; that is, all floor area of the building or self-contained unit including hallways, stairways, lobbies, washrooms, heating plant and similar commonly used space, or

   b. A net area basis; that is, actual space used by the office staff including intake, etc., but excluding the commonly used space mentioned in (a) above.

3. If the space occupied is only part of a building and not a self-contained unit in the sense that maintenance costs (as in 5 below) and commonly used space (as in 2a above) are not readily segregable, then the rental rate shall be established on a net area basis.

4. The area to be considered in establishing the rental rate is the whole area used for all welfare department activity. The amounts chargeable to the OAS and SB programs each month shall be those portions of the total rental amount which are allocable to aged and blind as determined by the salary and wage distribution for that month.

5. Where rental is claimed for the OAS and SB programs as determined in 1, 2, 3 and 4 above, other space costs such as janitorial services, fuel, lighting, water, cleaning, building supplies and similar items are not to be charged to the OAS and SB programs if such charges have been included as factors in determining the overall reasonable rental rate.

6. Where re[illegible] is claimed for county-owned b[illegible]dings as a charge against the OAS [illegible] SB programs, no further claim[illegible]r repair and alteration costs will be allowed against those programs even though such costs may have been incurred in accordance with previous approval(s) by the State Department of Social Welfare.

7. Where rental is claimed for county-owned buildings as a charge against the OAS and SB programs and repair and alteration claims have been made and allowed at any time prior to the month for which the rental claim begins, such repair and alteration claims for these programs shall be amortized over a 5-year period and a sum equal to one-sixtieth of the totals shall be deducted each month from the OAS and SB rental charges, reducing the amounts claimable accordingly.

With the initial monthly claim, complete information shall be submitted to the State Department of Social Welfare in justification of the propriety and the amount of the charge. Such justification shall include data as to:

A. Description of the space; that is, class of building, type of construction, kind of partitions, if any, etc.

B. Location: The location of the building and whether it is in a business area, industrial, etc.

C. General facilities: Type of heating; type and the quantity of light: incandescent or fluorescent, light meter readings (foot-candles at desk-top); ground floor or upstairs; whether there is an elevator.

D. Square footage space occupied, indicating whether on a gross or net basis as in (2) above, and the rate established per square foot. If the building is occupied by another agency or agencies, and rental is claimed on a gross area basis, then information shall be submitted establishing that the unit is self-contained.

E. If possible, a floor plan showing the area occupied by the Welfare Department and its relation to space occupied by other agencies (if any).

F. Quotations as to rental rates for space of similar quality, facilities, etc., in the area in which the building is located, indicating the nature of the maintenance service included in the rental rate and whether the rate is for gross or net areas.

Data should also be submitted showing that rental charges for county-owned space represent actual costs incurred by the county and not merely charges for rental as such. Such data might include proof that if it were not used for welfare program activity, the space would be utilized profitably by other county agencies, thereby obviating the necessity of rental of privately owned space, or in permitting more adequate county-owned space for such agencies.

Worksheets (DFA 64A) shall clearly indicate (in the Object of Expenditure Column or by footnote) whether the rental being claimed is for county-owned or privately-owned space. If the claim is for county-owned space, the total rental (square footage x rate as in D above) should also be entered in the Object of Expenditure Column for informational purposes. The amount to be charged against the Aged and Blind programs in Columns 2, 3 and 5, respectively, shall be determined by multiplying the total rent by the Aged eligible and ineligible and Blind eligible cost distribution ratios used in distributing S & W overall charges. The amount of rent to be entered in Column 1, Total Allocable Expenditures, is determined by adding

together the Aged and Blind charges as computed above. Where repairs and alteration charges and maintenance and services in lieu of rent have been previously approved and are chargeable to ANC and other programs, the total expenditure shall be entered in the Object of Expenditure Column for informational purposes, and only the total allocable portion of the expenditure (total expenditure minus portions which would normally be charged to Aged eligible and ineligible and Blind eligible) shall be entered in Column 1, Total Allocable Expenditures. This amount would then be charged to joint expense and distributed on the basis of S & W ratios to all programs except Aged and Blind.

Upon approval by the State Department of Social Welfare, claims for rental costs as outlined above will be allowed for the Aged and Blind Programs. Counties may continue to claim maintenance and service costs for county-owned buildings in lieu of rent as provided in the Manual of Policies and Procedures, Section 645-39, for the Aid to Needy Children and other reimbursable programs. Rental charges for county-owned space, however, may be claimed only for the Aged and Blind Programs.

There is no change in regulations governing rental charges for privately-owned space. (See Manual of Policies and Procedures, Section 645-39.) If such charges are made, they shall be clearly indicated as such on the worksheets.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 29, 1949

RECEIVED
SACRAMENTO, CALIF.

1949 MAR 30 PM 4 33

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ENDORSED
FILED
in the office of the Secretary of State
of the State of California

MAR 30 1949

At _____ o'clock _____ M.

FRANK M. JORDAN, Secretary of State

By ROBERT V. JORDAN
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 362 (Fiscal) dated March 28, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

FILED
in the office of the Secretary of State
of the State of California

MAR 30 1949

At 4.45 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

Title 22 Ch. 2

Certified as a Regulation (or Regulations of the

Dept of Social Welfare

(Name of State Agency)

Myrtle M Williams

(Signature)

Director

(Title)

3-29-49

(Date)

Art XXIV of the Calif Constit.

Myrtle Williams
Director

MANUAL UNIT

121-123,183,190,1617,2328-2330

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

March 28, 1949

RECEIVED
SACRAMENTO, CALIF.
1949 MAR 30 PM 4 33
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

DEPARTMENT BULLETIN NO. 362 (Fiscal)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Federal participation--OAS recipients on becoming age 65.

Federal participation is available in the full monthly payment for the month in which an OAS recipient becomes 65 years of age. Thus, it is no longer necessary to pro-rate the grant, as set forth in Bulletin 356, which is now obselete.

In the case of verified birthdate as to year only, federal participation will begin with July 1 of that year unless the security payment begins in some month after July, in which event federal participation will be available only for those months in which the security payment was made.

The above regulation is effective January 1, 1949. The SDSW will make the necessary adjustments on OAS claims filed for January and February 1949. Counties should prepare claims for March and subsequent months in accordance with the above.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

FILED
in the office of the Secretary of State
of the State of California

MAR 30 1949

At 4.45 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

Title 22 Ch. 2

MAIN OFFICE
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948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 30, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAR 31 1949

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Boarding Home Manual Letter No. 16.

These regulations were adopted by the State Social Welfare Board on March 29, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103 and are filed in accordance with provisions of Section 11380 of the Government Code.

Regulations contained in Chapter I, Jurisdiction of the State Department of Social Welfare were adopted to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

April 1, 1949

BOARDING HOME MANUAL LETTER NO. 16

The attached revisions 85 through 89 are to be entered in your copy of the Manual of Boarding Homes for Aged and Children. Chapter I, Jurisdiction of the State Department of Social Welfare, is being reissued to replace Chapter I now in the manual.

The revisions were approved by the Social Welfare Board on March 25, 1949, and are effective as follows:

April 1, 1949	May 1, 1949
Page 1, Table of Contents	Sec. III-300
	Sec. IV-130
Chapter I	Sec. IV-320
	Sec. V-300

Chapter I, Jurisdiction of the State Department of Social Welfare, has been rewritten to define more explicitly the types of care which are under the licensing jurisdiction of the SDSW and its accredited agencies. New Sec. I-105 defines "reception and care" of aged persons.

Secs. III-300, IV-320, and V-300 have been revised to emphasize the importance of personal interviews with references. Sec. V-300 has also been revised to delete the requirement of three reference reports.

Sec. IV-130 as revised emphasizes the need to make a careful evaluation of applications for boarding home license when adoption of a child is the underlying motive and primary interest of the applicants.

FILED
in the office of the Secretary of State
of the State of California

MAR 31 1949

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert E. Jordan
Assistant Secretary of State

Title 22 Ch. 2

Certified as a Regulation (or Regulations) of the

Dept of Social Welfare

(Name of State Agency)

Myth Williams

(Signature)

Director

(Title)

3-31-49

(Date)

Chapter — TABLE OF CONTENTS — Section No.

I JURISDICTION OF THE SDSW

II. DELEGATION TO LOCAL AGENCIES

I-50 (Continued) I-50

In 1925, when the State Department of Public Welfare succeeded the State Board of Charities and Corrections, the licensing power was expanded to include institutions for the reception and care of aged and infirm persons. Power was also given in the same year to use local agencies as approved and accredited inspection services.

In 1927 the State Department of Social Welfare succeeded the State Department of Public Welfare. Financial subvention to local accredited licensing agencies was made possible by the 1946 special session of the legislature.

I-100 INSTITUTIONS AND BOARDING HOMES FOR AGED PERSONS I-100

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person." (W&IC 2300)

I-105 DEFINITION OF RECEPTION AND CARE I-105

In determining whether a facility is a "place for reception or care of aged persons" the following factors are to be considered:

1. If the purpose of the facility is to receive or care exclusively for aged persons, it falls within the licensing jurisdiction of the SDSW.

   For example, commercial hotels, boarding houses, clubs, or lodging houses which cater to the general public and which accept and serve aged persons on the same terms as other persons are not homes or institutions for the aged.

2. Whether or not the primary or stated purpose is care of the aged, a facility may be under the jurisdiction of the SDSW if a substantial number of aged guests are served. In such instances the total program of the facility will determine jurisdiction. In addition to the factor of the number of aged persons resident in the facility the purpose and interest of the management in seeking and caring for aged guests, the admission policies and services offered will assist in determining whether jurisdiction rests with the SDSW.

   The purpose of the facility may be revealed by advertising signs, business cards, or other activities of the operator in seeking, receiving or caring for aged guests, and/or acceptance of referrals of aged persons needing a home.

(Section Continued on Next Page)

CHAPTER I

JURISDICTION OF THE STATE DEPARTMENT OF SOCIAL WELFARE

I-50 HISTORICAL DEVELOPMENT I-50

The present responsibilities of the SDSW for the licensing of boarding homes, institutions, and child placing agencies are the outgrowth of activities which began prior to 1900.

Before 1900, the State Board of Examiners, the State Board of Health, and the State Superintendent of Public Instruction, all had some responsibility for investigating private institutions for children. The State Board of Examiners, though primarily interested in the fiscal aspects of State Aid to Children, did evaluate in its reports to some extent the social aspects of the care given to children in institutions.

In 1903 the legislature provided for the licensing of maternity homes, institutions, boarding homes, or other places for the reception and care of children by county boards of health or public health officers. Licenses were revocable if the hospital, institution, or boarding home were managed without proper regard for health, morality, sanitation, confort, or hygiene. However, few local boards of health assumed this responsibility.

The State Board of Charities and Corrections, created in 1903, had investigatory and reporting powers with regard to public charitable, correctional, and penal institutions.

In 1910 the State Board of Charities and Corrections recommended that various agencies and associations engaged in finding homes and placing dependent children be brought under its supervision. This recommendation resulted from abuses in which dependent children were indiscriminately placed in institutions and were usually discharged at the age of fourteen years when state aid was no longer available. The Board stressed the desirability of placing children in family homes and of supervising the child placing agencies engaged in this work. Abuses had also been observed in the placement of children in family homes without proper investigation and/or supervision. In 1911, therefore, the legislature provided for the licensing of organizations, societies, or persons engaged in the placing of dependent children in family homes.

In 1913 the legislature provided for the licensing of maternity hospitals and boarding homes for the reception and care of children by the State Board of Charities and Corrections.

(Section Continued on Next Page)

I-130 DEFINITION OF A PRIVATE INSTITUTION FOR THE AGED I-130

A private institution for the aged is a home which accepts sixteen or more aged persons for board and care, or which is so organized or administered that its service is essentially institutional in character regardless of the number cared for. It is recognized that a residential family home caring for a number of aged persons, but less than sixteen, may have the same institutional characteristics as a small commercial institution for aged maintained in a residence and operated by the owner who makes her home in the same building. The difference in classification may be one of numbers only. In general, a home for less than sixteen aged persons is to be classified as an institution only when it is administered by a governing board, or when it is operated by employed staff exclusively, with the owner of the aged home continuously absent from the premises.

Private institutions for the aged may be either commercial or nonprofit.

The licensing and supervision of private institutions for the aged is the responsibility of the SDSW.

Standards for Institutions for Aged in California are available from the SDSW.

I-140 LIFE CARE CONTRACTS I-140

> "Any organization or person maintaining a home for the aged may receive transfers of property conditioned upon his agreement to furnish life care or care for a period of more than one year to the transferor or his nominee, when granted a certificate of authority by the State Department of Social Welfare; provided, such organization or person has received a written license or permit pursuant to Chapter 2 of this Division." (W&IC 2350)

The granting of a Certificate of Authority to engage in life care is contingent upon the holding of a license to care for aged.

The granting of a Certificate of Authority is the responsibility of the SDSW. (See Section XIV-50, Responsibility for Interpretation and Administration.)

I-105 (Continued) I-105

The term "reception or care" may include in addition to shelter any or all of the following services:

1. Provision for regularly serving meals to residents.

2. Personal services such as help with bathing, dressing, eating, etc., as needed.

3. Care of clothing, personal laundry, mending.

4. Medical supervision, responsibility of management for arranging for or providing medical or nursing care as required.

5. Provision for recreational, social, or religious activities suitable for residents.

6. Acceptance of referrals from social agencies, hospitals, etc., of those persons in need of care outside their own homes.

7. Acceptance of responsibility for overseeing general well being of each aged guest in terms of his particular needs.

I-110 DEFINITION OF AN AGED PERSON I-110

An aged person is defined as one who has reached the age of 65 years.

I-120 DEFINITION OF A PRIVATE BOARDING HOME FOR AGED I-120

A private boarding home for aged is a residential family home which accepts for board and care from one to fifteen aged persons who are not relatives of the operator of the home.

I-200 (Continued) I-200

It is not the intent of the SDSW that a home or institution under its licensing jurisdiction shall be required to discharge aged guests when they develop chronic or temporary illnesses, if the home or institution is equipped to offer the necessary care. Until the characteristics of the home or institution change from a home or institution for the well to a home or institution for the ill, the SDSW shall continue to exercise jurisdiction. This is in accordance with the agreement of the SDSW and SDPH to eliminate dual licensing and supervision.

Private family homes which provide custodial care only of the enfeebled aged, are not considered nursing homes. A private family home caring for an aged friend as a member of the family, but not regularly caring for aged persons, is not considered a nursing home even though the aged friend may be in ill health and under a physician's care and supervision.

An institution for aged which provides hospital, convalescent, or nursing care for a substantial number of guests, but where the major emphasis is still care of well aged may be subject to license by both the SDSW and SDPH. See Sec. I-215, Dual Jurisdiction.

Private facilities which depend upon prayer or spiritual means for healing in the practice of religion are excluded from the provisions of the hospital licensing law and the handicapped persons licensing law (see Sec. I-210, Licensing of Homes and Institutions for the Aged by SDPH under Handicapped Persons Licensing Law) administered by the SDPH. Such a facility, if operated as a "place for the reception or care of aged persons," would come within the provisions of the W&IC 2300.

I-210 LICENSING OF HOMES AND INSTITUTIONS FOR THE AGED BY SDPH UNDER HANDICAPPED PERSONS LICENSING LAW I-210

Under Chapter III, Section 1500 through 1517 inclusive, of the Health and Safety Code relating to establishments rendering services to handicapped persons, the SDPH has responsibility for licensing, inspection, and regulation of schools, institutes, institutions, centers, and custodial homes providing special services such as schooling, medical advice or treatment, physiotheraphy, any form of muscle training, massage, speech training, occupational training, vocational training, or custodial care for handicapped persons.

Excluded are establishments conducted by or for adherents of any well recognized religious sect depending on prayer or spiritual means for healing, and private schools or colleges, the principle purpose of which is to teach business, commercial, or vocational courses. Also excluded from this law are establishments conducted by the Federal government, facilities under the jurisdiction of the SDMH, facilities already coming under the jurisdiction of the hospital licensing law, services provided by licensed practitioners of the healing arts, and establishments operated by or under the jurisdiction of state, local, or district departments of education.

(Section Continued on Next Page)

I-200 LICENSING OF HOMES AND INSTITUTIONS FOR AGED BY SDPH I-200

UNDER HOSPITAL LICENSING LAW

Under the provisions of Sections 1400 through 1421, Health and Safety Code, private hospitals, sanatoria, nursing homes and convalescent homes are required to secure a license from the State Department of Public Health. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving of bedside care, application of dressings or bandages, and carrying out of treatments prescribed by a duly licensed practitioner of the healing arts.

Application of Definitions to Homes and Institutions for Aged

The jurisdiction of the SDPH includes homes or institutions which admit persons requiring chronic or convalescent care. The admission of ambulatory or non-ambulatory persons is not the sole criterion for determination of jurisdiction since a person may be ambulatory and not require bed care and yet be a chronic or convalescent patient.

Homes or institutions for aged admitting persons suffering from heart ailments, light strokes, cancer, diabetis, asthma, rheumatism, arthritis, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

A blind or deaf person is not included under the definition of a chronic or convalescent patient merely because of his blindness or deafness.

Homes or institutions for aged under the licensing jurisdiction of the SDSW and its accredited agencies which continue care for aged guests when temporary or prolonged illnesses occure may, as time elapses, come under the licensing jurisdiction of the SDPH. When the number of chronic or convalescent patients increases to the point where the characteristics of the home or institution change from care of the well aged to care of the ill, referral shall be made to the SDPH for determination of jurisdiction under the hospital licensing law.

(Section Continued on Next Page)

I-215 (Continued) I-215

license the hospital building only, and the SDSW will license the part of the institution for the well aged. Homes or institutions for the aged under the jurisdiction of the SDSW, which maintain infirmaries or hospital units which are not in a separate building, will not be subject to dual licensing but consultant service from the SDPH on the hospital care program will be available upon request.

(c) A home or institution admitting both well aged persons and chronic and convalescent patients and which conducts the two programs in two or more separate buildings may be subject to dual licensing if all of the buildings cannot be licensed by SDPH or if the program for care of the well aged is a large one.

Determination of dual licensing under (c) above shall be made on an individual case basis after consultation between the SDSW and SDPH.

I-220 PROCEDURE FOR REFERRAL TO THE SDPH UNDER HOSPITAL LICENSING LAW AND HANDICAPPED PERSONS LICENSING LAW I-220

Homes for aged under the definitions given in Sections I-200 and I-210 under the hospital licensing law and establishments for the handicapped persons licensing law shall be referred through the SDSW to the SDPH for determination of jurisdiction.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

Name of the home;
Address of the home;
Name and address of operator;
Admission policy;
Capacity or population;
The physical illness or defects of aged guests as reported by the operator, patient, physician, or relative. A diagnosis is not necessary;
The services offered (e.g., administration of medicines, preparation of special diets, bedside care, massage, physiotherapy, etc.)

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law or establishments for handicapped persons licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the operator in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending); and the case shall be closed.

I-210 (Continued) I-210

Definition of Handicapped Person

Under this section, a handicapped person is defined as one who does not have complete use or control of his body or limbs because of physical defect or defects, either congenital or acquired through disease, accident, or faulty development. Handicapping conditions include conditions such as those of an orthopedic or neurologic nature (cerebral palsy, poliomyelitic paralysis, etc.), those due to loss of vision or hearing, and those resulting from rheumatic or congenital heart disease.

Application of Handicapped Persons Licensing Law to Homes and Institutions for the Aged

A home or institution for the well aged under the licensing jurisdiction of the SDSW or its accredited licensing agencies may accept crippled or handicapped persons who are ambulatory or non-ambulatory and still remain under the licensing jurisdiction of the SDSW provided bed patients are not accepted and provided persons are not accepted who are chronically ill or in need of convalescent care or continued medical care. For example, a boarding home for the aged may accept for care recipients of blind aid or may accept persons who are deaf or crippled when the individual's need is for substitute home care rather than medical or nursing care. However, a home or institution, the primary purpose of which is admitting handicapped persons for care, is within the licensing jurisdiction of the SDPH. Determination of jurisdiction under the establishments for handicapped persons licensing law rests with the SDPH.

I-215 DUAL JURISDICTION I-215

By agreement between the SDSW and SDPH dual licensing is to be avoided wherever possible. According to this agreement, homes or institutions which admit persons in need of chronic or convalescent care will be licensed only by the SDPH, even though they may also admit physically well aged persons. Homes or institutions which admit the well aged only and which continue to care for guests who become ill after admission, if the characteristics of the home or institution remain substantially those of a facility for the care of the well aged, shall be licensed only by the SDSW. The exceptions to the above in which dual licensing has been determined to be necessary are as follows:

(a) A home or institution under the jurisdiction of the SDPH which enters into life care agreements with aged patients and which therefore, require a certificate of authority under W&IC 2350. In such cases, the SDSW will issue a license to conduct a home or institution on the basis of the hospital license, without a social study, and the certificate of authority is issued on the basis of fiscal study by the SDSW.

(b) A home or institution for aged admitting only well aged which continues to care for those who become ill and which maintains a hospital or infirmary in a separate building. In such cases, the SDPH will

(Section Continued on Next Page)

I-500 CHILDREN'S INSTITUTIONS I-500

An institution for children is a home providing 24-hour care for sixteen or more children under sixteen years of age, including the foster mother's own children, if any. A home for children which is so organized or administered as to be essentially institutional in character is classified as an institution regardless of the number of children under care.

It is recognized that a family home caring for a number of children but less than sixteen may tend to be institutional in character. However, in general, a home for less than sixteen children should be classified as an institution only when it is administered by a governing board, or when it is operated by employed staff exclusively.

Nursing and convalescent homes, establishments for the handicapped and homes for the mentally incompetent are not under the licensing jurisdiction of the SDSW. (See Secs. I-700, I-710, and I-750 regarding the jurisdiction of the SDPH and SDMH).

See Sec. I-540, Private Schools, regarding jurisdiction over private boarding schools.

Standards may be obtained from the SDSW.

I-520 DAY NURSERIES I-520

A day nursery for children is an institution which provides care during the day time only for eleven or more children, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for.

In general, a day care home for less than eleven children should be classified as an institution only when it is administered by a governing board, or when it is operated by employed staff exclusively, or when it is not operated in the family home. A day care facility operated in the family home which has a formalized educational program should be classified, however, as an institution rather than a family day care home, even though the number of children is less than eleven.

The day care facilities under the licensing jurisdiction of the SDSW include the following: day care centers operated on a seasonal basis by food processors; nursery schools operated for a limited number of hours offering primarily an educational experience; day nurseries for working mothers; centers for "parking" children while mothers are attending club meetings or church services, visiting doctors' and dentists' offices or shopping, etc.; day nurseries operated by mothers' cooperative organizations; etc.

(Section Continued on Next Page)

I-300 HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE I-300

A boarding home or institution which cares for the aged for compensation who are alcoholics, drug addicts, epileptics, or who are mentally deficient, insane, or mentally ill is under the licensing jurisdiction of the State Department of Mental Hygiene. (W&IC 5700)

I-400 BOARDING HOMES AND INSTITUTIONS FOR CHILDREN: HOME FINDING AGENCIES I-400

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, school other than a school conducted by an established religious organization, or other place for the reception, care or education of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption." (W&IC 1620)

Boarding homes in exclusive use by a licensed child placing agency are exempt from license. (W&IC 1622.5)

I-430 FAMILY BOARDING HOMES FOR CHILDREN I-430

A family boarding home for children is a private family home which accepts for 24-hour care, with or without compensation, one to fifteen children (inclusive), under sixteen years of age, including the children of the foster parents.

I-440 FOSTER FAMILY DAY CARE HOMES I-440

A foster family day care home for children is a private family home which accepts for care during the day only, with or without compensation, one to ten children (inclusive), under sixteen years of age, including the children of the foster family.

I-450 PARENT-CHILD BOARDING HOMES I-450

A parent-child home offers board and room, or room only to parents with their children, including, as a clearly defined part of the service given, the care and supervision of the children while the parent is away either at work or elsewhere.

A parent-child boarding home is one which accommodates not more than six children under sixteen years of age, including the foster mother's own children, nor more than four family units, including the foster family unit. Employees and their children in residence (e.g., housekeeper and child) are included in the count of children and family units.

I-550 FACILITIES COMBINING CARE OF CHILDREN AND AN EDUCATIONAL PROGRAM I-550

In deciding whether a facility which offers both boarding care and education should be considered a school or an institution, the primary purpose of the facility must be determined. A facility which is operated primarily for educational purposes and which offers boarding care incidental to its educational program is considered to be a school. A facility which is operated primarily for the care of children and which offers an educational program as part of its service to children is considered to be an institution. Acceptance of major responsibility for the general welfare of the children under care is evidence that the primary purpose of the facility is care of children.

Factors which indicate acceptance of major responsibility for the welfare of the children under care include:

1. Carrying responsibility for custody and care of children throughout the entire year and operating for the majority of children through the summer and other holiday periods.

2. Accepting certain types of responsibility for the children under care, such as purchase or provision of clothing, provision of medical or dental treatment (other than emergency), providing spending money.

3. Accepting responsibility for a majority of children under care as a substitute home.

4. Accepting children for care who are not admitted to the school classes on the premises (pre-school children, children beyond school grades taught).

5. Participation in Community Chest or other charitable fund-raising groups.

6. Accepting Juvenile Court wards from probation officers or by direct commitment.

I-560 SUMMER CAMPS I-560

The following types of summer camps fall within the provisions of W&IC 1620:

(a) Summer camps conducted as part of the program of a children's institution or a foster home;

(b) Non-commercial summer camps operated by youth organizations or service clubs;

(c) Commercial summer camps operated by private individuals or corporations.

(Section Continued on Next Page)

I-520 (Continued) I-520

Care of children in a church or in club rooms for the period that the parents are in attendance at religious services or at club meetings in the same structure is not considered to be subject to license, on the grounds that these children are not being cared for in the absence of their parents. This exemption does not apply to "parking service" types of care where parents may be in the same large office or store building but are not immediately available as they would be in a church service or club meeting, and where the period of care is not a specified limited time.

Facilities which are purely recreational in character such as riding academies, swimming pools, skating rinks, etc., and the character building programs of youth organizations such as the Boy Scouts, Girl Scouts, YMCA, and YWCA (except for summer camp programs, see Sec. I-560) are not deemed to be places for the reception and care of children and are therefore not considered to be within the licensing jurisdiction of the SDSW.

Standards are available from the SDSW.

I-540 PRIVATE SCHOOLS I-540

Private day or boarding schools for children under sixteen years of age require a license from the SDSW with the exception of the private schools conducted by an established religious organization. However, private schools conducted by an established religious organization for children under four years and six months of age (the age at which children may be admitted to public kindergarten) do require a license from the SDSW. Likewise the summer program of a private boarding school conducted by an established religious organization, which consists of custodial care rather than education is also within the licensing jurisdiction of the SDSW.

The SDSW, in exercising jurisdiction over private schools, has responsibility for supervision of the child care functions of the schools and not for the educational program.

Nursery schools conducted by private colleges for the purpose of providing teacher's training in nursery school techniques, although they are not exempt by law, are by administrative decision not required to have a license.

I-710 (Continued) I-710

are not accepted and provided children are not accepted who are chronically ill or in need of convalescent care. For example, a home may accept for substitute home care a child who is a cripple or who is deaf or blind whose need is for substitute home care rather than specialized care because of physical handicap or defect, if the home is equipped to give the necessary care. However, a home or institution for children in which the primary purpose is to provide services to children with physical defects or handicaps is within the licensing jurisdiction of the SDPH even though some non-handicapped children are also admitted.

I-715 DUAL JURISDICTION I-715

By agreement between the SDPH and the SDSW, both agencies will not go into the same home, but decision with respect to licensing responsibility, or referral, shall be made in accordance with the principles stated above in Sections I-700 and I-710. The exception to this shall be maternity homes under the jurisdiction of the SDSW. See Section I-730, Maternity Homes.

I-720 PROCEDURE FOR REFERRAL TO THE SDPH I-720

Homes for children within the definitions given in Secs. I-700 and I-710, with respect to the hospital licensing law and establishments for handicapped persons licensing law, shall be referred to the SDPH through the SDSW.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

Name of the home;
Address of the home;
Name and address of foster mother;
Admission policy
Capacity or population;
The physical illness or defects of children as reported by the foster parent, physician or relative. A diagnosis is not necessary;
The services offered (e.g., administration of medicines, preparation of special diets, bedside care, massage, physiotherapy, etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law or handicapped persons licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the foster mother in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending); and the case shall be closed.

I-700 (Continued) I-700

Institutions for children which maintain infirmaries on the premises for isolation purposes at the time of admission or for the treatment of temporary illnesses are under the licensing jurisdiction of the SDSW. This is in accordance with the agreement between the SDSW and the SDPH to eliminate dual licensing and supervision.

Private facilities which depend upon prayer or other spiritual means for healing in the practice of religion are excluded from the provisions of the hospital licensing law administered by the SDPH. Such a facility, if operated "for the reception or care of children," would come within the provisions of the W&IC 1620.

Day care facilities for chronic or convalescent patients are excluded from the provisions of the hospital licensing law. Such a facility, if operated as a "place for the reception or care of children," would come within the provisions of the W&IC 1620.

I-710 LICENSING OF HOMES AND INSTITUTIONS FOR CHILDREN BY SDPH UNDER THE ESTABLISHMENTS FOR HANDICAPPED PERSONS LICENSING LAW I-710

Under Chapter III, Section 1500 through 1517, inclusive, of the Health and Safety Code, the SDPH has responsibility for licensing, inspection and regulation of schools, institutes, institutions, centers, custodial homes, and other places providing school, medical advice, diagnosis or treatment, physiotherapy, any form of muscle training, massage, speech training, occupational therapy, vocational training, or custodial care.

Excluded are establishments conducted by or for adherents of any well recognized religious sect, private schools or colleges, the principle purpose of which is to teach business, commercial, or vocational courses. Also excluded from this law are establishments conducted by the Federal Government, facilities under the jurisdiction of SDMH, facilities already coming under the jurisdiction of the hospital licensing law, services provided by licensed practitioners of the healing arts, and establishments operated by or under the jurisdiction of state, local, or district departments of education.

Under regulations of SDPH, a handicapped person is defined as one who does not have complete use or control of his body or limbs because of physical defect or defects, either congenital or acquired through disease, accident, or faulty development. Handicapped conditions include conditions such as those of an orthopedic or neurologic nature (cerebral palsy, poliomyelitic paralysis, etc.), those due to loss of vision or hearing, and those resulting from rheumatic or congenital heart disease.

Application of Definitions to Homes or Institutions for Children

A home or institution providing substitute home care for children under the licensing jurisdiction of the SDSW or its accredited licensing agencies may accept a crippled or handicapped child for substitute home care who is ambulatory or non-ambulatory and still remain under the jurisdiction of the SDSW provided bed patients

(Section Continued on Next Page)

I-700 LICENSING OF HOMES AND INSTITUTIONS FOR CHILDREN BY THE SDPH UNDER THE HOSPITAL LICENSING LAW I-700

Under the provisions of Secs. 1400 through 1421, Health and Safety Code, private hospitals, sanatoria, nursing homes, convalescent homes, and maternity homes are required to secure a license from the SDPH. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnoses, care and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, maternity home, lying-in asylum, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving bedside care, application of dressings or bandages, and carrying out treatments prescribed by a duly licensed practitioner of the healing arts.

A maternity home is a private home or institution receiving maternity patients for gain or reward, before, during, or within ten days after delivery.

Application of Definitions to Homes for Children

It should be noted that homes for day care only are not included in the definitions above.

The jurisdiction of the SDPH includes homes and institutions which admit children requiring chronic or convalescent care. The admission of ambulatory or non-ambulatory children is not the sole criterion for determination of jurisdiction since a child may be ambulatory and not require bed care and yet be a chronic or convalescent patient.

Foster homes or institutions for children suffering from heart conditions, asthma, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

A child who is blind or deaf is not included under the definition of a chronic or convalescent patient merely because of his blindness or deafness.

A private family home providing foster care for a child receiving medical care, but not regularly caring for ill or convalescent children, is not considered a nursing or convalescent home.

(Section Continued on Next Page)

I-560 (Continued) I-560

Summer camps conducted as a part of a children's institution are included in the licensing study of the institution; foster homes which have a summer camp program are likewise included in the evaluation of the particular home.

The SDSW does not exercise its jurisdiction over other commerical or non-profit summer camps of seasonal duration (summer camps operated by youth organizations, service clubs, or commercial summer camps operated by private individuals or corporations) unless the camp sponsor makes a request to file an application, or a complaint regarding the camp is received. Applications for a license are referred for health and fire clearance; complaints are investigated and action is taken as required.

I-570 EXTENDED SUMMER PROGRAMS FOR SIXTEEN OR MORE CHILDREN IN FOSTER HOMES I-570

A foster home offering year-round care to less than sixteen children under sixteen years of age, including the foster mother's own children, if any, and offering summer care to sixteen or more children, must be licensed by both the accredited licensing agency for year-round care and by the SDSW for the care of the additional children during the summer.

I-580 PARENT-CHILD INSTITUTION I-580

A parent-child institution is a home for parents and children which cares for more than six children under sixteen years of age, or more than four family units, or which is so organized and administered that its service is essentially institutional in character regardless of the number cared for.

Standards are available from the SDSW.

I-600 CHILD PLACING AGENCIES I-600

Private agencies may be licensed by the SDSW to engage in the finding of homes for children under sixteen years of age, and to place children in such homes for temporary care or for adoption.

Although the law does not exempt relatives of a child from the requirement of securing a license before placing the child, the SDSW does not require that a license be secured.

I-650 COUNTY ADOPTION AGENCY I-650

A county agency may be licensed by the SDSW to accept relinquishments for adoption; to find homes for children under 16 years of age and to place children in homes for adoption; to investigate and report upon petitions for adoption filed in the Superior Court of that county; and to perform such other functions in connection with adoptions as the SDSW deems necessary.

1-800 FOSTER HOMES FOR WHICH LICENSE IS NOT REQUIRED I-800

Foster homes used exclusively by child placing agencies licensed by the SDSW are exempt from license unless the license of the child placing agency provides otherwise.

In addition the SDSW does not require a license under the following circumstances:

A. Homes of relative and guardians of person:

1. No license is required for the care of brothers, sisters, nieces, nephews, grandchildren, or other near relatives, or children for whom legal guardianship of the person is held;

2. No license is required for the care of aged relatives, or for the care of an aged person for whom guardianship of the person is held.

B. Adoptive homes:

1. No license is required for the home in which a petition for adoption of the child has been filed and is pending, unless there are other foster children in the home. (However, when denial of petition is recommended by the SDSW, the foster parents will be told that a BHC license is necessary if the child remains in the home; the address of the accredited agency will be given to them and the accredited agency notified by the SDSW of the denial and reason for denial.)

2. No license is necessary for the adoptive home in which an adoption agency has placed a child for adoption but petition has not yet been filed.

In both of the above instances, either the SDSW or the private adoption agency has the fitness of the home in question under investigation.

C. Homes to which Juvenile Court wards have been committed:

No license is required for the care of a court ward committed by order of the court to the home and care of a specific individual (as contrasted to a court order committing the child to the care of the probation officer to be placed in a suitable home), unless the home will also care for other children not so committed to it by order of the court.

I-730 MATERNITY HOMES I-730

Maternity hospitals and homes are under the licensing jurisdiction of the SDSW (as well as the SDPH) when such hospitals or homes (1) admit unmarried mothers or other expectant mothers under sixteen years of age and provide case work service or counseling service in addition to the requisite hospitalization and medical attention; or (2) provide for care and services, in addition to medical or hospital care, for infants left in charge of the home after the mother's discharge; or (3) engage in the finding of homes for the infants born in or brought to it, or placing any such children in any home for care or for adoption.

Such maternity homes are subject to dual licensing by the SDSW and the SDPH. In general, the SDPH licenses the hospital beds (including bassinets for the new born) and the SDSW licenses the residential facilities.

Standards for maternity homes are available from the SDSW.

I-750 FACILITIES FOR CHILDREN UNDER THE JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE I-750

Homes which care for the mentally deficient child, the child who is mentally ill, or the epileptic child, for compensation, are under the licensing jurisdiction of the State Department of Mental Hygiene. The jurisdiction of the SDMH under W&IC 5700 extends to day and boarding facilities and includes schools as well as foster family homes and institutions.

I-950 INDIAN RESERVATIONS I-950

Indian reservations are under exclusive Federal jurisdiction. However, local agencies may, upon invitation of the Indian Agency, inspect and license boarding homes located upon reservations.

I-955 PUBLIC INSTITUTIONS I-955

Public institutions are not under the licensing jurisdiction of the SDSW. (AGO-NS4674). The SDSW Manual of Policies and Procedures, Sec. 161-08, distinguishes a public institution from a private institution.

I-900 HOUSING PROJECTS AND FEDERAL JURISDICTION I-900

W&IC 1620 and 2300 do not apply to boarding homes or institutions located on land over which the United States Government has exclusive jurisdiction. It is, therefore, necessary to determine whether there is such exclusive jurisdiction.

Housing projects construed under Public Law 671 of June 28, 1940, by the Navy or War Departments may or may not be subject to the exclusive jurisdiction of the Federal Government. Projects constructed under Public Law 781 of September 9, 1940, are generally not subject to the exclusive jurisdiction of the United States. However, under both Public Laws 671 and 781, a housing project may have been constructed on land previously acquired as a military or naval reservation and the jurisdiction of the United States over the military or naval reservation would need to be determined.

On February 4, 1940, by Public Law 409, and again on October 9, 1940, by Public Law 825, it was provided that the head or other authorized agent of the government might accept exclusive or partial jurisdiction, and might indicate such acceptance by filing a notice of acceptance with the governor of the state. Until such notice of acceptance is filed, it is conclusively presumed that no such jurisdiction has been accepted.

Housing projects constructed upon land owned by the United State Housing Authority and constructed either by the United States Housing Authority or a local housing authority, are not subject to the exclusive jurisdiction of the United States since the acquisition of land by the Authority does not deprive any state or political subdivision of its civil and criminal jurisdiction over such property. (AGO NS4278)

III-300 (Continued) III-300

5. References. Satisfactory references must be furnished. In general, the value of a reference is to corroborate and give assurance that the impressions gathered by a thorough and careful evaluation of the home are reasonably sound. They are, therefore, but an additional indication for the worker and an aid in reaching a decision.

Under no circumstances do favorable reference reports make a thorough study of the home unnecessary. A personal interview with the reference is preferable since it affords opportunity to evaluate the reference as well as to interpret the boarding home program. References frequently are unfamiliar with the boarding home program, its requirements, and objectives. Sometimes it is found that references, when interviewed, state frankly that they have tried to say the things which would help the applicant secure the license and have either disregarded or been noncommittal concerning matters which would definitely affect the care of any aged person in the home.

As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked.

6. Number of Staff. Each aged guest must be within call of an attendant at night and the staff must at all times of the day or night be adequate to safeguard the guests in an emergency. Staff shall be sufficient to provide adequate care and protection at all times. In a small home the operator may require no assistance. All aspects of personal care and housekeeping routines shall be adequately performed. When guests are accepted or are under care, who require a great deal of personal service and assistance, enough staff shall be available to provide such service. There shall be someone in charge of the home during the absence of the operator and someone available at night in the event of an emergency.

(Section Continued on Next Page)

III-300 MANAGEMENT AND STAFF III-300

1. Age of Operator. The person in charge shall be of suitable age to provide adequate care for the aged. The operator shall be of such an age that she is capable of undertaking the care of aged persons. Age affects the vitality and interest of the operator which in turn have a direct bearing on the adequacy of care given.

2. Education, Training and Experience. The operator shall be of suitable education, training and experience. No specific educational, experience, or training requirements are prescribed. However, these factors again have a bearing on the adequacy of care, particularly where more than one aged person is cared for.

3. Character, Temperament and Understanding. The operator shall be of suitable character and temperament. The care of aged persons, like the care of children, requires understanding and tolerance of individual differences. A genuine liking for elderly persons, and kindliness are required, as well as the conviction that old age is not necessarily a period of hopelessness and frustration, but rather a normal period of life wherein the individual should be given opportunity and encouragement in carrying on normal activities in keeping with his strengths and interests. An operator shall be capable of understanding the requirements of individuals, the motivations, fears, and desires of elderly people.

4. Health. The operator shall be of such a state of health that she is capable of providing adequate care. Certain physical conditions and emotional instability affect the care given. Heart disease, hyperthyriodism, hypertension, epilepsy, fainting spells, skeletal defects or deformities, and marked defects of vision and hearing are conditions which may affect adequacy of care.

(Section Continued on Next Page)

IV-130 (Continued) IV-130

married or grown up; a desire for companionship for an only child, etc. These expressed motives or any combination of motives may be acceptable, provided their emotional significance to the applicant is not such that a child would be sacrificed to the needs of the foster parents or the foster parents' own children, and provided there is tolerance, patience, interest in children, and a willingness to provide more than food and a clean room. For the purpose of foster home care motives should include the desire and satisfaction received in helping children attain growth, independence and self-fulfillment.

The welfare of children rather than the desire of the applicants for a license must guide the process of licensing foster homes. Applicants who desire only children who are good and loving, children who are neither noisy nor untidy, would not make acceptable foster parents. However, if all other aspects of the foster home are satisfactory, such attitudes on the part of the applicants would not be basis for denial of license, but such attitudes should have great weight in any consideration of placement of a child.

A frankly financial motive need not cause undue concern, when other factors indicate the applicants understand the objectives of foster home care, and are willing and able to give the service children require. Such an applicant should be told, however, that foster home care is not usually a highly remunerative service. On the other hand, a service is no less an adequate service because the individual desires payment for giving it.

Care should be exercised that applicants fully realize that temporary foster care does not mean the permanency of placement which characterizes the adoption of a child. If the prospective foster parents' underlying motive in offering boarding care is to adopt a child, it may be that temporary care of children will prove frustrating to the foster parents and endanger the child's relationship with his own parents.

The evaluation of foster parents requires a careful study to determine their capacity for the care of children and the flexibility with which they can accept differences in children and own parents.

IV-160 HARMONIOUS HOME LIFE IV-160

A harmonious home life in the foster family is necessary to give children emotional security. A harmonious home life is one of the most fundamental aspects of the foster home. It is spontaneously and unconsciously revealed by such things as tone of voice, manner of speaking, the attitudes of husband and wife toward each other, toward their own children, and of their children toward one another. Over-protectiveness, defensiveness, or resistance against the worker meeting other members of the family might be indications of a lack of family unity or some other situation which could adversely affect the care of a foster child.

All members of the foster family must be willing to accept the foster child as a member of the family group. Where there are own children the attitude of the children toward the foster child is important. Observation of the family group together will give an indication of the relationship of the various members of the family toward each other.

IV-310 (Continued) IV-310

respect the child's beliefs and be observant of his religious training as to holidays, church attendance, diet, etc.

IV-320 REFERENCES IV-320

Satisfactory references must be furnished.

In general, the value of a reference is to corroborate and give assurance to the worker that the impressions gathered through a thorough and careful evaluation of the home are reasonably sound. They are, therefor, but one additional indication for the worker and an aid in reaching a decision. Under no circumstances do favorable reference reports make a thorough study of the home unnecessary.

A personal interview with the reference is preferable since it affords opportunity to evaluate the reference as well as to interpret the boarding home program. References frequently are unfamiliar with the foster care program, its requirements, and objectives. Sometimes it is found that references, when personally interviewed, state frankly that they tried to say the things which would help the applicant secure the license and have either disregarded or been noncommittal concerning matters which would definitely affect the care of any child in the home. As in all investigations, the possibility of prejudice for or against the applicant on the part of the reference should not be overlooked.

IV-350 LOCATION OF HOME IV-350

The home should be in a residential or rural district. Homes in commercial or industrial districts may be approved if there are adequate safeguards against traffic and other hazards.

In rural areas the home must be in a district where children of school age can attend a school which is reasonably accessible; where medical care is accessible, and where children have opportunity to associate with other children and participate in community activities.

IV-360 FLEXIBILITY IN APPLICATION OF PHYSICAL STANDARDS IV-360

It is recognized that in some areas the prevailing standards of housing in the community may be sub-standard because of an acute housing inadequacy, climatic conditions, or other reasons. In such instances, a realistic modification of the following housing requirements may be necessary in order to secure any licensed foster homes. However, no home should be licensed where life or health hazards exist.

IV-370 COMPLIANCE WITH STATE LAWS IV-370

Homes shall conform to state laws, and regulations with respect to housing, sanitation and fire safety.

V-220 UNQUALIFIED APPLICANTS V-220

The applicant who does not qualify for a license but who wishes to file an application shall be given an opportunity to do so, and suitable action shall be taken on the application. An unlicensed foster mother or operator currently engaged in caring for children or aged and intending to continue this activity even though licensing standards are not met and a license cannot be issued shall be instructed to file an application upon which suitable action shall be taken.

V-230 APPLICATION FORM V-230

The appropriate application form (BHA 10, Application for License to Operate a Private Home for Aged, and BHC 10.1, Application for License to Care for Children) shall be completed and filed by the applicant. Inspection agencies must secure applications in duplicate.

It is desirable that the applicant's own statements in answer to the questions on the application form be secured. There shall be no change made on the application after signature. It is advisable that the spouse of the applicant for a BHC license also sign the application form if the couple are living together, as an indication that he concurs in the plan to care for children.

V-240 WITHDRAWAL OF APPLICATION V-240

An applicant may withdraw the application (new or renewal) at any time prior to the issuance of the license. The applicant's signature on the withdrawal of application form (in duplicate for inspection agencies) will serve to withdraw the application, or the applicant may request by letter that the application be withdrawn.

If the request for withdrawal of application is made by telephone, a letter to the applicant confirming this understanding will serve to withdraw the application. The inspection agency will notify the SDSW of the action taken.

If application is pending, a change of address or operator of a home results in automatic withdrawal of application. See Secs. V-640 and V-650.

An applicant who does not meet the requirements should be given the privilege of withdrawing the application.

V-250 REACTIVATION OF WITHDRAWN APPLICATION V-250

A withdrawn application may be reactivated by a written or verbal request from the applicant if there has been no change in address. Statistically, this becomes a new application.

V-300 REFERENCES V-300

On the basis of the findings of the home study, one or more reference reports shall be secured (in duplicate for inspection agencies), either from the persons listed by the applicant or from other persons if the agency considers it desirable. In general, personal interviews with references should be secured, particularly when the adequacy of the home is questionable. Forms are available for reference reports requested in writing (Forms BHA 20 and BHC 20).

Title 22 Ch 2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
March 30, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAR 31 1949

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of Manual Letter No. 130 which is being filed in accordance with Section 11380 of the Government Code.

These regulations were ratified by the State Social Welfare Board in so far as they pertain to APSB pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on March 25, 1949.

The regulations pertaining to Welfare Personnel Standards were adopted by the State Social Welfare Board on March 25, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103.

Regulations contained in Secs. 070-00, 073-00, and 180-15, were adopted to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Title 22 Ch. 2

Certified as a Regulation (or Regulations) of the

Dept of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Director

(Title)

3-21-49

(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

April 1, 1949

MANUAL LETTER NO. 130

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. The revision numbers are as follows:

Welfare Personnel Standards	Revisions 84 and 85
Income	Revision 68
Blindness	Revisions 22 through 29

The revisions to the Welfare Personnel Standards Chapter were adopted by the Social Welfare Board on March 25, 1949, and are being issued by the SDSW to become effective on April 1, 1949. The revisions to the Income and Blindness Chapters were adopted by the Social Welfare Board with respect to APSB on March 25, 1949, and are being issued by the SDSW, Sec. 180-15 to become effective on April 1, 1949, and Sec. 152-90 to be effective May 1, 1949.

The definition of an eligible list given in Sec. 070-00 has been expanded to deferentiate between an area and a state-wide eligible list.

Sec. 073-00 as revised provides for the combination of eligible lists on a state-wide or on an area basis.

Sec. 152-90 as revised incorporates the provisions of Item G of Department Bulletin No. 359 into the manual and makes the provision for the evaluation of income in kind for APSB consistant with those for SB.

In Sec. 180-15 the list of physicians making eye examinations has been brought up to date.

Item G of Department Bulletin No. 359 is obsolete, since the provisions of this item has been incorporated into the manual.

FILED
in the office of the Secretary of State
of the State of California

MAR 31 1949

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert Jordan
Assistant Secretary of State

070-00 (Continued) 070-00

5. COUNTY AGENCY--the department or departments within the counties which administer Federal-State grants-in-aid as follows:

   a. Aid to Needy Children. (Chapter 1, Part 2, Division 2, W&IC)
   b. Old Age Security. (Chapter 1, Division 3, W&IC)
   c. Aid to Needy Blind. (Chapter 1, Part 1, Division 5, W&IC)
   d. Child Welfare Services. (Chapter 1, Section 120, Division 1, W&IC)

6. DEMOTION--a change in status of an employee, from a position in one class to a position in another class having lesser duties and responsibilities, and lower qualifications as described in Sec. 075-60, Demotion.

7. DIRECTOR--the Director of the SDSW.

8. DISMISSAL--the termination of employment of an employee for cause.

9. ELIGIBLE--an applicant for a merit examination who receives a final passing rating and whose name appears on an eligible list.

10. ELIGIBLE LIST--an officially promulgated list of eligibles for a class of position in the order of their final ratings in a merit examination as described in Sec. 073-00, Establishment of Eligible Lists.

    a. An area eligible list is a list of persons eligible for certification in a specific area resulting from a spot or area examination.
    b. A state-wide eligible list is a list of persons eligible for certification resulting from a state-wide examination.

11. EMERGENCY APPOINTMENT--an appointment made during an actual emergency to prevent the stoppage of public business.

12. EMPLOYEE--any person in the employ of the SDSW not now covered by the State Civil Service Act or by related statutes, or in the employ of a county agency who is engaged on a full- or part-time basis in the administration and operation of State public assistance and Child Welfare Services programs, except that the provisions of this section shall not apply to:

    a. Persons specifically exempted under definition 4 of this section.
    b. Personnel of welfare departments in approved civil service counties, and in such additional counties as may hereafter adopt a merit system in accordance with the State enabling statutes; it shall be understood, however, that in view of the responsibility of the SSWB for development and maintaining standards to insure proper and efficient administration of the State public assistance and Child Welfare Services programs, it shall be the duty of the SSWB to approve, and from time to time review for maintenance of standards, the aforementioned merit systems covering the personnel of county agencies of those counties in the State now operating under a merit system and such additional counties as may elect to establish merit systems by ordinance at some future date.

13. EMPLOYMENT LIST--eligible list, promotional eligible list and re-employment list.

(Section Continued on Next Page)

070-00 DEFINITIONS 070-00

WPS

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

1. APPOINTING AUTHORITY--the officer, board, commission, person, or group of persons authorized by statute or lawfully delegated authority to make appointments.

2. APPOINTMENT--the offer to and acceptance by a person of a position in the classified service through selection from an eligible list in accordance with Sec. 074-00, Original Appointments.

3. CLASS--a group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum requirements of education, experience, or skill, and such other qualifications that the same title, the same test of fitness and the same schedule of compensation may be applied to each position in the group.

4. CLASSIFIED SERVICE--all positions in the SDSW and county agencies except:

   a. Members of the State Social Welfare Board.
   b. The Director of the State Department of Social Welfare.
   c. Members of an advisory board.
   d. Personnel employed in county agencies performing duties entirely unrelated to administration of duties outlined in definition 5, unless the county board of supervisors specifically requests that such personnel be included in the Merit System in the classified service.
   e. Members of county boards of supervisors.
   f. Members of county welfare boards.
   g. Physicians designated as approved ophthalmologists for aid in the blind examinations and paid on a fee basis for professional services.
   h. State and local officials serving ex officio and performing incidental administrative duties in the public assistance and child welfare services program.
   i. Janitors and gardeners employed by county agencies on a full-time or part-time basis.
   j. Mechanics employed by county agencies in servicing and repairing automotive equipment.
   k. Regular employees of a county welfare department who perform only intermittent, irregular, or occasional work on the programs mentioned in Definition 5, provided that the portion of the salary allocated to such program or programs does not exceed ten per cent (10%) of the minimum monthly rate of pay for his respective position.
   l. Persons who serve a county welfare department intermittently, irregularly, or occasionally (including services rendered by State licensed professional personnel) and who are compensated on a contract or fee basis.

(Section Continued on Next Page)

072-15 INVESTIGATIONS **072-15**

WPS

Before rating training and experience or prior to certification from eligible list, examining agency may, and for positions involving important administrative and executive functions shall, investigate applicant's training and experience to verify statements contained in his application form and to adduce evidence regarding his character and fitness. If this investigation produces information affecting the rating of training and experience, examining agency shall rate or rerate the applicant's record accordingly, and make necessary adjustments in eligible list. The applicant shall be promptly notified of such rerating. (W&IC 119.5, 119.6)

072-20 QUALIFICATIONS APPRAISALS **072-20**

WPS

In examinations where education, experience and personal qualifications of candidates are to be rated as part of the total examination for a position, examining agency shall appoint one or more Qualifications Appraisal Boards as needed. A Qualifications Appraisal Board shall consist of persons known to be interested in improvement of public administration and in selection of efficient government personnel, and at least one of whom shall be technically familiar with character of work in position for which applicant will be examined. In the event of a shortage of qualified persons available to assist in conducting interviews, officers or employees of a county welfare department who are qualified may be selected to serve on a Qualifications Appraisal Board by the examining agency, but said officers or employees shall not rate any employee who, at the time of the interview, is working for the same county welfare department as the member of the Qualifications Appraisal Board. No person holding political office, nor any officer or committee member of any political organization, nor any person actively engaged in the work of any political organization, shall serve as a member of any such board. If practicable, all applicants qualifying for same class shall be rated by same Qualifications Appraisal Board. (W&IC 119.5, 119.6; FSS-Admin.)

072-25 NOTICE OF EXAMINATION RESULTS **072-25**

WPS

Each applicant shall be notified in writing by examining agency of his final rating as soon as rating of examination has been completed and eligible list established.

072-30 EXAMINATION RECORDS **072-30**

WPS

All examination papers submitted by competitors are property of the examining agency and are confidential records which shall be open to inspection only for such purpose and under such conditions as follows:

1. On written request to the examining agency, any competitor may within thirty days after the date on which the Notification of Test Results of such examination was mailed to him inspect his papers at such time and place and under supervision of such person as examining agency may designate.

(Section Continued on Next Page)

072-05 (Continued) 072-05

Proof of eligibility for veterans' preference shall be submitted not later than the date of the examination by filing such proof in the form prescribed by the SSWB.

All ties shall be decided in favor of veterans. In the case of promotional examinations, no credit for veterans' preference shall be allowed to veterans.

It is the purpose of this section to give preference to all persons who have served the Government and the people in the Army, Navy, Marine Corps, Revenue Marine Service, or as active nurses in the American Red Cross or the Army and Navy Nurse Corps, and particularly to persons who have rendered such service during the Ally-Germanic War, the Spanish-American War, the Phillippine insurrection, the Boxer uprising, the Indian wars, or the Civil War.

Examining agency shall utilize appropriate scientific techniques and procedures in rating results of examinations and in determining final scores of competitors. In determining the system for rating results of examinations, examining agency shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list. (W&IC 119.5, 119.6; FSS-Admin.)

072-07 APPLICANT MAY BE PLACED ON LIST FOR LOWER CLASS 072-07

WPS

Where an examination is being held for any given class, the examining agency may place an applicant on a list for the lower class, if in its opinion the applicant is qualified to fill lower class of position but is not qualified to fill the higher position; provided, however, that an examination has been announced and is in progress for said lower class. An applicant applying for an examination on a promotional basis may in same manner and under similar conditions be passed in an open examination if such is in process at same time. (W&IC 119.5, 119.6)

072-10 RATING, TRAINING, AND EXPERIENCE 072-10

WPS

If training and experience form a part of the total examination, examining agency shall determine a procedure for evaluation of training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to pertinency of the training. This procedure shall allow for substitution of training for experience, and experience for training, within limits stated in class specifications. (W&IC 119.5, 119.6; FSS-Admin.)

073-00 (Continued) 073-00

In order to assist county agencies in appointing county residents to positions whenever possible, the examining agency shall establish eligible lists containing names of eligibles who reside within a given county. The examining agency shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. The examining agency shall also maintain state-wide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, provided, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, the examining agency, with the approval of the SSWB, may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose the examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for the class in which vacancy exists. (W&IC 119.5, 119.6; FSS-Admin.)

073-05 DURATION OF ELIGIBLE LISTS **073-05**

WPS

Each eligible list shall remain in effect at least one year from the date of its establishment and thereafter until exhausted or replaced by a more recently prepared list for the class.

An eligible list may be deemed by examining agency to be exhausted if fewer than three available eligibles remain on the eligible list.

Notice of intention to abolish an eligible or promotional eligible list upon completion of a new examination shall be sent to all eligibles whose names appear upon the list to be abolished.

It shall be the duty of the SDSW to notify examining agency as far in advance as possible of vacancies which may occur in a county agency. Within these rules, examining agency shall be responsible for determining adequacy of existing eligible lists and for establishment and maintenance of appropriate eligible lists for all positions in the agencies exclusive of exempt positions. (W&IC 119.5, 119.6)

072-30 (Continued) 072-30

2. Competitor's papers shall be open to inspection only by the competitor himself, or his attorney upon written authorization of such competitor. The application form of eligibles certified to fill vacancies may be inspected by the appointing authority to whom such eligibles have been certified or by his authorized representative.

3. Unauthorized copying of questions or answers by any person from any paper made available for inspection is forbidden and may result in cancellation of eligibility and disbarment from future examinations.

4. Examining agency may approve such conditions as to time, place, manner, and frequency of inspection as in its judgment may be necessary to prevent abuse of this privilege.

Applications and other necessary examination records shall be kept during the life of the eligible list. Examination records of appointees shall be kept a reasonable period of time, but examination records of other applicants, not appointed may be destroyed thirty days after the eligible list expires or in accordance with practice of examining agency.

All notices of changes of address shall be filed by applicants and eligibles with examining agency. (W&IC 119.5, 119.6)

073-00 ESTABLISHMENT OF ELIGIBLE LISTS **073-00**

WPS

After each state-wide examination, the examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. The examining agency may combine eligible lists for a given class on the basis of the final ratings of the eligibles. If two or more eligibles have final ratings which are identical, their names shall be arranged on the eligible list in the order of their ratings on the chief essential of the examination.

In order to meet local recruitment conditions, the examining agency may give spot or area examinations. The examining agency shall prepare an eligible list of persons who qualified. Eligibility resulting from this type of examination is limited to the geographical area within the state specified in the examination announcement for that particular examination. A state-wide eligible list for a given class shall take precedence over an area eligible list for the same class. The examining agency may combine area eligible lists for the same class for the same or for different areas on the basis of the final ratings of the eligibles.

(Section Continued on Next Page)

153-40 INCOME FROM COURT ORDERS 153-40

OAS, ANB, APSB, ANC

When there is a court order for full or partial support of the applicant or recipient (or the child in ANC) he shall be presumed to have income in the amount awarded by the court. This presumption shall be considered to have been rebutted where the amount received as a result of the court order is less than the amount so ordered and only the amount received shall be considered income.

The case record shall show the date and provisions of the court order. When a determination is made that no amount or a lesser amount than that awarded by the court is received, the case record shall show the facts upon which that determination is based. The following situations although not necessarily all-inclusive, would indicate the receipt of a lesser amount than that awarded by the court:

1. A showing that the court order is not enforceable because the person ordered to pay is unable to do so;
2. The court granting the award no longer has jurisdiction;
3. A showing that a request has been made of the court for enforcement of the order. (W&IC 1560, 2140, 3075, 3460)

153-50 ALLOTMENTS FROM INMATES OF PENAL INSTITUTION 153-50

OAS, ANB, APSB, ANC

Allotments from inmates of penal institutions as provided in Secs. 2763 and 2780 of the Pen. C. shall be considered as income in the month received and adjustment of the grant made according to the policy of the respective category of aid.

Sec. 2763 of the Pen. C. requires that the State Department of Public Works shall pay the dependents on OAS, ANB, APSB, or ANC of an inmate employed in a State prison road camp, a monthly sum from the net credit to each inmate's account as provided below. The amount paid shall be that which the State Department of Public Works estimates will equal, but not exceed, two-thirds of his total credit during the period of his employment. Immediately prior to, or upon the termination of, the employment of any inmate for any reason, any additional payment necessary to bring the total amounts paid to such dependents up to two-thirds of the inmate's net credits shall be made. No payment shall be made to dependents until there is a net credit to the inmate's account of at least $25. No payment shall be made to dependents which will reduce the net credit below the sum of $25. When an inmate's dependents are not receiving aid the inmate may voluntarily designate the persons to receive his allotment.

Under the provisions of Sec. 2780 of the Pen. C., the Divisions of Forestry, Parks, and Fish and Game of the Department of Natural Resources and the Division of State Lands in the Department of Finance may use inmates of State penal institutions in camps. Federal officials may also use inmates of State penal institutions to perform necessary and proper work in national forests and parks.

(Section Continued on Next Page)

152-90 VALUE OF CONTRIBUTIONS IN KIND **152-90**

OAS, SB, APSB

The value placed upon rent, utilities, food or other items of support contributed in kind to an applicant or recipient shall not be in excess of an amount which will permit the recipient to meet his other needs such as incidentals, transportation, etc. The value placed upon free rent shall not exceed $15 per month. The value placed upon free rent and utilities shall not exceed $21.30 per month ($15 for rent and $6.30 for utilities). The value placed on free food shall not exceed $28.50 per month. When free room and board are provided, the recipient ordinarily has no expense for household maintenance and replacements, in which case the value of the free room and board shall be the sum of the values placed upon free food, free rent and utilities, and household maintenance and replacements ($4.50). If the board and room does not include all of these items, the total value of the items which are included represents the value of the board and room. (W&IC 3460; Article XXV California Constitution)

153-00 INCOME IN KIND **153-00**

ANC

When goods and services (such as home produced foods, gifts of clothing, etc.) are received by a family, a determination shall be made as to whether this represents income to the family. The same considerations that apply to other types of income are applicable here--namely, whether actually available, whether predictable, whether net, and whether current.

In determining the net money value of income in kind, the amount of goods on which a money value is placed is limited to that quantity included in the ANC standard. The unit cost is that given in the latest pricing summary. (W&IC 1560)

153-10 GIFTS AS INCOME **153-10**

OAS, ANB, APSB

Gifts in cash or the value of items of support in kind such as board, room, clothing, etc., received from others, including public or private agencies, fraternal, benevolent and non-profit organizations, or private institutions having no legal obligation for support, represent income. In OAS and ANB gifts which have no significance in meeting the continuing needs of the recipient and which have been determined to represent casual income shall not be considered in determining the grant of aid. In APSB, when gifts are received the value thereof is subject to the $800 exemption. (See Secs. 150-50, Types of Casual Income, and 152-60, Offer of Support as Income.) Gifts of items of personal property such as the gift of a radio, refrigerator, chair, etc., do not represent income. (W&IC 2020, 2140, 3075, 3084, 3460, 3472)

153-50 (Continued) 153-50

In OAS, ANB and APSB allotment checks shall be made out by the Department of Public Works or the penal institution to the recipient of aid. In ANC, these checks shall be made to the payee when the child is living with the mother or a relative, or to the county when the child is living in a boarding home or institution.

Allotments to persons, other than responsible relatives, are voluntary and are initiated solely on the request of the prisoner himself. After the prisoner signs the form requesting such an allotment Prison Camps, Division of Highways, or the penal institution obtains an affidavit from the allottee giving the relationship to the prisoner.

Information regarding voluntary allotments in an individual case may be obtained from Prison Camps at the above address or from the warden or superintendent of the penal institution for inmates employed under Sec. 2780.

The county is notified of date and amount of each allotment check by the State Department of Public Works or the penal institution. The county is also notified when the prisoner leaves camp. (W&IC 1500, 1501, 1560, 2140, 3075, 3088, 3460, 3474)

153-50 (Continued) 153-50

When inmates are paid for their labor under Sec. 2780 of the Pen. C., the Prison Board shall monthly pay two-thirds of the net credit to each inmate's account, to those dependents who are receiving OAS, ANB, APSB, or ANC. When the dependents are not receiving one of these forms of aid such inmate may, by signing a written order, direct the Prison Board to pay an amount, not exceeding two-thirds of his net credit to such dependents as he designates, according to Pen. C., Sec. 2784. It further provides that when an inmate is discharged, while at a camp, all sums due him shall be paid upon release. When an inmate is returned to a penal institution or released on parole, his net credits shall be paid to the warden of his penal institution and by him paid to the inmate, as prescribed by the Prison Board.

The California Institution for Men at Chino is the only penal institution which has a forestry camp at present. Pending establishment of other camps, Folsom, San Quentin and the road camps connected with these institutions are assigning inmates to combat fires in emergencies on a day to day basis.

When a recipient of aid is known to be a dependent of an inmate employed in a State Prison road camp or under provisions of Sec. 2780 of the Pen. C., the county shall verify the amount of allotment, if any.

Dependents are relatives for whose support the convict is legally responsible. See Sec. 170-00, Relatives - Statutory Provisions. In ANC, the mother is not deemed to be receiving ANC for herself. Therefore, since the children are the only persons receiving ANC, the father is the only relative to whom these provisions of the Pen. C. apply, and mandatory allotments may not be made to brothers and sisters of inmates.

When a responsible relative (in ANC, a parent) is an inmate of a State penal institution, the county shall inform the institution that the inmate has a dependent who is receiving aid. See Sec. 193-30, Classification of Half Orphan, P.C.I., for necessary verifications in ANC. Notification of any assignment to a road camp or under the provisions of Sec. 2780 of the Pen. C. shall be requested.

When a responsible relative is in a prison road camp the county shall advise Prison Camps, Division of Highways, P.O. Box 1499, Sacramento, California, of the name of the recipient (in ANC the payee or in BH&I cases the county) to whom the allotment shall be paid.

When the county is advised by a penal institution that an inmate is employed under the provisions of Sec. 2780 of the Pen.C. and of the amount credited to the dependents, the county shall, in turn, give the warden or superintendent of the penal institution the name of the person to whom the allotment shall be paid.

The county shall notify Prison Camps, Division of Highways, or the penal institution when aid is discontinued for a person receiving mandatory allotments from an inmate's road camp earnings or under provisions of Pen. C. Sec. 2780.

Allotments are usually not available until the prisoner has been in camp four months. Allotments are not regular, and are variable in amount, depending upon the number of days worked, cost of maintenance and deductions for commissary purchases.

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180-15 (Continued) 180-15

ALAMEDA COUNTY (Continued)

Padden, E. H.	1624 Franklin Street	Oakland 12
Schnoor, Thos. G.	400 - 29th Street	Oakland 9
Sharpsteen, Jay Randolph	426 - 17th Street	Oakland 12
Stephens, B. M.	370 Wildwood	Piedmont 11
Stephens, Stuart B.	2241 Central Avenue	Alameda
Wold, Alvin P.	400 - 29th Street	Oakland 9

BUTTE COUNTY

Alexander, J. H.	111 - W. 2nd Street	Chico
Chiapella, J. O.	131 Broadway	Chico
Plumb, C. E.	310 Main Street	Chico

CONTRA COSTA COUNTY

Dunphy, John	2023 MacDonald Avenue	Richmond
Ford, Harry G.	314 - 10th Street	Richmond
Harmon, Robert J. P.	314 - 10th Street	Richmond

FRESNO COUNTY

Awtrey, Hugh	533 Patterson Building	Fresno 1
Grayman, Harry M.	714-719 Patterson Building	Fresno 1
Hunt, Wayne Alvin	1157 Fulton Street	Fresno
Steinberg, Theodore	621 Patterson Building	Fresno 1
Trowbridge, Dwight H.	715-719 Patterson Building	Fresno 1
Whitten, R. H.	719 Patterson Building	Fresno 1

HUMBOLDT COUNTY

Dolfini, Walter W.	539 G Street	Eureka
Hoilien, Maurice J.	431 F Street	Eureka
Iverson, Herman A.	507 F Street	Eureka

IMPERIAL COUNTY

Clarke, William A.	107 S. 5th Street	El Centro
Edwards, S. R.	Professional Building	El Centro

INYO COUNTY

Bambauer, L. S.	239 Academy Avenue	Bishop

KERN COUNTY

Baisinger, L. F.	2026 - 17th Street	Bakersfield
Lange, Harry W.	1629 Trustun Avenue	Bakersfield
McKee, Keith S.	1706 Chester Avenue	Bakersfield

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180-15 DETERMINATION OF DEGREE OF BLINDNESS SB, APSB 180-15

An eye examination by a duly licensed and practicing physician, skilled in diseases of the eye, is required by law to establish eligibility and continuance of eligibility. The physician's report must be submitted in writing over his own signature. (See Secs. 235-00, Physician's Reports of Eye Examination, and 351-50, Reinvestigation of Blindness.)

Eye examinations shall be made by a physician whose name appears in this section, unless special authorization is given by the SDSW.

Reports from clinics as to degree of vision shall not be accepted. Each report shall be signed by the individual physician making the examination, and the fee paid to the physician rather than to the clinic.

In some counties there is no physician on the list for the county, while in other counties the distance to the nearest physician on the list for the county is great, thus necessitating transportation expense for the purpose of obtaining the necessary eye examination. Necessary expenses for transporting the applicant for or recipient of SB to obtain the required eye examination are legitimate administrative expenses subject to Federal reimbursement as is the physician's fee for the eye examination. (See Secs. 645-02, Expenditures for Purposes of Administration; 645-31, Expenditures for Eye Examinations; and 235-00, Physician's Reports of Eye Examination.)

Out-of-state physicians who are skilled in diseases of the eye, and whose names appear on the following list may examine California applicants for or recipients of SB or APSB to determine their eligibility in this state. (W&IC 3083, 3471)

LIST OF PHYSICIANS MAKING EYE EXAMINATIONS IN CALIFORNIA

ALAMEDA COUNTY

Capus, Bertram	521 - 14th Street	Oakland 12
DeVaul, Charles H.	1624 Franklin Street	Oakland 12
Dickson, Owen C.	2628 Telegraph Avenue	Berkeley 4
Gallaher, John A.	1904 Franklin Street	Oakland 12
Gump, M. E.	411 - 30th Street	Oakland 9
Gunderson, Ernest O.	2436 Durant Avenue	Berkeley 4
Hessing, Ernest E.	1904 Franklin Street	Oakland 12
Howell, Homer P.	3022 E. 14th Street	Oakland 1
Magrath, Wm. A. S.	411 - 30th Street	Oakland 9

(Alameda County Continued on Next Page)

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180-15 (Continued) 180-15

LOS ANGELES COUNTY (Continued)

Kinney, J. G.	1137 - 2nd Street	Santa Monica
Landegger, George P.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Lemere, H. B.	9615 Brighton Way	Beverly Hills
Lifschutz, Jacob	337 S. Beverly Drive	Beverly Hills
Ludmerer, Sol	Professional Bldg.-117 E. 8th St.	Long Beach 2
McBride, June Parratt	1052 W. 6th Street	Los Angeles 14
McCoy, Carroll A.	227 W. Doran	Glendale 3
McKellar, James H.	111 N. Hudson Avenue	Pasadena 4
Miller, Nathan H.	4334 Leimert Blvd.	Los Angeles 43
Mills, Lloyd H.	609 S. Grand Avenue	Los Angeles 28
Monaco, Louis	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Morris, Samuel A.	6381 Hollywood Blvd.	West Los Angeles
Nesburn, Henry R.	1680 N. Vine Street	Hollywood 28
Norene, Robert A.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Nugent, Maurice W.	2007 Wilshire Blvd.	Los Angeles 5
Olkon, Dora Berkman	8015 Beverly Blvd.	Los Angeles 36
Popovich, Stephen John	1930 Wilshire Blvd.	Los Angeles 5
Preston, Helen E.	1136 W. 6th Street	Los Angeles 14
Reed, Paul H.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Reynolds, Frederick G.	6333 Wilshire Blvd.	Los Angeles 36
Robbins, Alfred R.	1930 Wilshire Blvd.	Los Angeles 5
Roberts, Jay G.	586 N. Main Street	Pomona
Roberts, Walter L.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Rogers, John Brady	1401 S. Hope Street	Los Angeles
Ross, B. Cecelia	1318 - 2nd Street	Santa Monica
Schillinger, Robert J.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Seech, Stephen G.	2007 Wilshire Blvd.	Los Angeles 5
Shanedling, Phillip D.	1930 Wilshire Blvd.	Los Angeles 5
Sitney, Julian J.	4063 Radford Avenue	Studio City
Smith, Dennis V.	110 Pine Avenue	Long Beach
Smith, Harry A.	226 N. Greenleaf Avenue	Whittier
Smith, W. Burr	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Snow, H. L.	639 W. 9th Street	San Pedro
Southgate, Paul T.	Professional Bldg.-117 E. 8th St.	Long Beach 2
Steckler, M. I.	2007 Wilshire Blvd.	Los Angeles 5
Struble, Gilbert C.	9730 Wilshire Blvd.	Beverly Hills
Thornburgh, Robert G.	Professional Bldg.-117 E. 8th St.	Long Beach 2
Weeks, Carrol L.	1930 Wilshire Blvd.	Los Angeles 5
Weiss, Herman	6333 Wilshire Blvd.	Los Angeles 36
Whalman, Harold F.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Wilson, Clinton A.	3875 Wilshire Blvd.	Los Angeles 5
Wilson, Warren A.	1930 Wilshire Blvd.	Los Angeles 5
Wright, Edwin S.	511 S. Bonnie Brae	Los Angeles 5
Ziskin, Daniel E.	1930 Wilshire Blvd. &	Los Angeles 5
	6333 Wilshire Blvd.	Los Angeles 36

MARIN COUNTY

Denicke, Ernest S.	Alberts Bldg. - 1010 B Street	San Rafael
Furlong, Robert M.	Alberts Bldg. - 1010 B Street	San Rafael

MENDOCINO COUNTY

Keaster, J. B.		**Willits**

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180-15 (Continued) 180-15

KINGS COUNTY

Bassett, Alberta R.	Van Sicklen Building	Hanford

LAKE COUNTY

Beil, M. Clemens		Upper Lake

LOS ANGELES COUNTY

Abraham, Samuel V.	1930 Wilshire Blvd.	Los Angeles 5
Albaugh, C. H.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Alexander, Harold B.	1060 E. Green Street	Pasadena 1
Allison, Ray L.	612 N. Larchmont	Los Angeles 4
Appleby, Ruth	1245 Glendon Avenue	Los Angeles 24
Armstrong, Richard C.	595 E. Colorado Street	Pasadena 1
Behrens, Herbert C.	226 N. Greenleaf Avenue	Whittier
Beigelman, M. N.	1930 Wilshire Blvd.	Los Angeles 5
Bell, Nelson C.	586 N. Main Street	Pomona
Brandenburg, Kenneth C.	110 Pine Avenue	Long Beach 2
Brownsberger, Sidney	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Bullis, John A.	3875 Wilshire Blvd.	Los Angeles 5
Chamberlain, Calvin B.	Investment Building	Pomona
Christensen, Eugene L.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Cooley, Arthur D.	479 W. 6th Street	San Pedro
De la Reina, Solomon	224 Rosecrans Avenue	Manhattan Beach
Dow, Julian N.	9730 Wilshire Blvd.	Beverly Hills
Ellis, O. H.	Pacific Mutual Bldg. 523 W. 6th Street	Los Angeles 14
Endres, William J.	523 W. 6th Street	Los Angeles 14
Faier, Herman I.	2007 Wilshire Blvd.	Los Angeles 5
Fairchild, Nora M.	939 S. Figueroa	Los Angeles
Faust, Joseph Milton	1930 Wilshire Blvd.	Los Angeles 5
Fields, Jack	4418 Vineland	North Hollywood
Fields, Maxwell	405 N. Bedford Drive	Beverly Hills
Godwin, Edmund D.	Professional Building	Long Beach 2
Gorilla, Laurence Vincent	Med. Arts Bldg. 12307 Ventura Blvd.	Studio City
Gunzburg, Julian	416 N. Bedford Drive	Beverly Hills
Hale, Channing W.	Investment Building	Pomona
Hare, Robert	416 N. Bedford Drive	Beverly Hills
Hartman, Deane C.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Harwood, David	2969 E. Florence Avenue	Huntington Park
Harwood, Samuel C.	2007 Wilshire Blvd.	Los Angeles 5
Hillyer, Ernest C.	1033 Gayley Avenue	Los Angeles 24
Irvine, S. Rodman	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Irvine, Wendell O.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles 14
Johnson, Ernest D.	317 W. Main Street	Alhambra
Kaplan, Harry E.	1930 Wilshire Blvd.	Los Angeles 5
Kelson, Ralph H.	353 E. Manchester Blvd.	Inglewood

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180-15 (Continued) 180-15

SAN BERNARDINO COUNTY (Continued)

Hull, Frederick H.	1348 D Street	San Bernardino
Moose, Ray M.	575 - 5th Street	San Bernardino
Quinn, W. R.	47 E. Vine Street	Redlands
Witter, Gordon L.	2 West Fern Avenue	Redlands

SAN DIEGO COUNTY

Berends, E. D.	Bank of America Bldg.	San Diego 1
Bond, Floyd M.	Bank of America Bldg.	San Diego 1
Kilgore, George L.	411 Thorn Street	San Diego 3
Koke, Martin P.	Medico-Dental Bldg.	San Diego 3
Lovekin, Louise Goux	3166 - 5th Avenue	San Diego 3
Lucic, Hugo	Medico-Dental Bldg.	San Diego 3
Merrill, H. G.	3251 - 4th Avenue	San Diego 3
Monsees, Wayne E.	Medico-Dental Bldg.	San Diego 3
Prendergast, John J.	2001 - 4th Avenue	San Diego 1
Ravin, Oscar G.	Bank of America Bldg.	San Diego 1
Rowland, Alan L.	Bank of America Bldg.	San Diego 1

SAN FRANCISCO COUNTY

Aiken, Samuel D.	384 Post Street	San Francisco 8
Barkan, Otto	490 Post Street	San Francisco 2
Bettman, Jerome W.	2400 Clay Street	San Francisco 15
Blak, Einar V.	1801 Bush Street	San Francisco 9
Borley, William E.	655 Sutter Street	San Francisco 2
Boyle, S. F.	490 Post Street	San Francisco 2
Brinckerhoff, Albert J.	490 Post Street	San Francisco 2
Campion, George S.	490 Post Street	San Francisco 2
Carman, Henry F.	60 Vincente Street	San Francisco 16
Dickey, Clifford Allen	450 Sutter Street	San Francisco 8
Edgerton, Ambrose Earl	450 Sutter Street	San Francisco 8
Fine, Max	655 Sutter Street	San Francisco 2
Hall, Thomas G.	516 Sutter Street	San Francisco 2
Harrington, David O.	384 Post Street	San Francisco 8
Harrington, John T.	450 Sutter Street	San Francisco 8
Hicks, Avery	490 Post Street	San Francisco 2
Hogan, Michael J.	450 Sutter Street	San Francisco 8
Hosford, George N.	450 Sutter Street	San Francisco 8
Jakobovits, Rafael	Suite 404, 655 Sutter Street	San Francisco 2
Kadesky, David	1801 Bush Street	San Francisco 9
Lachman, George S.	450 Sutter Street	San Francisco 8
Maisler, S.	450 Sutter Street	San Francisco 8
McBain, Earle H.	490 Post Street	San Francisco 2
Miller, Miriam	350 Post Street	San Francisco 8
Mohr, Selby	450 Sutter Street	San Francisco 8
Pischel, Dohrmann K.	490 Post Street	San Francisco 2
Rodin, Frank H.	490 Post Street	San Francisco 2
Shaffer, Robert N.	490 Post Street	San Francisco 2
Smith, Joseph G.	450 Sutter Street	San Francisco 8
Tesauro, Nicholas	870 Market Street	San Francisco

(Section Continued on Next Page)

180-15 (Continued) 180-15

MERCED COUNTY

McDowell, B. E.	205 Bank of America Bldg.	Merced
Willison, Eugene E.	1638 L Street	Merced

MONTEREY COUNTY

Clark, Howard E.	576 Hartnell Street	Monterey
Glasgow, Stanley Condit	8 E. Alisal Street	Salinas
Griess, R. O.	8 E. Alisal Street	Salinas
Hastings, S. W.	Professional Bldg.	Monterey

NAPA COUNTY

Hunt, Carson E.	2107 Jefferson Street	Napa
Kittle, Dallas B.	1333 Jefferson Street	Napa

NEVADA COUNTY

Powell, Barton J.	224 - Church Street	Grass Valley

ORANGE COUNTY

Currey, Hiram M.	311 S. Main Street	Santa Ana
Elliott, Arthur C.	620 N. Los Angeles Street	Anaheim
Francis, Raymond	1424 N. Broadway	Santa Ana
Johnston, S. Theron	1520 N. Main Street	Santa Ana
Maxwell, H. C.	1718 N. Main Street	Santa Ana
Sellon, George I.	213 N. Pomona Avenue	Fullerton

PLACER COUNTY

Miller, William M.	320 Aeolia Drive	Auburn

RIVERSIDE COUNTY

Berke, Samuel D.	Plaza Hotel Bldg.	Indio
Chapman, Vernon A.	Carnell Bldg. - N. Palm Canyon Dr. and Andreas Road	Palm Springs
Crawford, Walter J.	3910 Market Street	Riverside
Garrison, B. E.	5019 Sierra Street	Riverside
Stone, Vean M.	3616 Main Street	Riverside

SACRAMENTO COUNTY

Berg, John A.	Medico-Dental Bldg.	Sacramento 14
Fritschi, Ulrich A.	Medico-Dental Bldg.	Sacramento 14
Gray, John Edward	2615 Capital Avenue	Sacramento
Haworth, M. W.	Medico-Dental Bldg.	Sacramento 14
Holstein, Theodore	Medico-Dental Bldg.	Sacramento 14
Kelsey, T. W.	Forum Bldg.	Sacramento 14
McKee, C. B.	California State Life Bldg.	Sacramento 14
Wagner, Alfred W.	Medico-Dental Bldg.	Sacramento 14

SAN BERNARDINO COUNTY

George, A. R.	291 E Street	San Bernardino
George, Lewis C.	291 E Street	San Bernardino
Hadley, Carl M.	Platt Bldg.	San Bernardino
Hooval, John H.	124 East F Street	Ontario

(San Bernardino County Continued on Next Page) (Section Continued on Next Page)

180-15 (Continued) 180-15

SONOMA COUNTY

Dick, Noble	618 - 4th Street	Santa Rosa
Every, Herbert M.	600 - B Street	Santa Rosa
O'Connor, C. Addison	816 - 4th Street	Santa Rosa
Patterson, Gilbert L.	1116 Mendocino Avenue	Santa Rosa
Spear, J. Leslie	576 - B Street	Santa Rosa

STANISLAUS COUNTY

Mottram, L. D.	1115 I Street	Modesto
Porter, James A.	1024 J Street	Modesto

TEHAMA COUNTY

Frey, Russell G.	737 Washington Street	Red Bluff

TULARE COUNTY

Keiper, George F.	113 N. Church Street	Visalia

VENTURA COUNTY

Cavins, Carl S.	804 W. 5th Street	Oxnard
Howarth, E. M.	705 Main Street	Santa Paula
Loutfallah, Michel	468 E. Main Street	Ventura
Morrison, A. A.	34 N. Ash Street	Ventura

YOLO COUNTY

Graeser, Henrik S.	507 Main Street	Woodland

YUBA COUNTY

Hodgin, Robert I.	603 - D Street	Marysville
Montano, Rocco	725 - 4th Street	Marysville

OTHER STATES

Clarke, Samuel Tracy	Medico-Dental Bldg.	Reno, Nevada
Creveling, Earle L.	17 N. Virginia Street	Reno, Nevada
Emmens, Thomas H.	207 Fluhrer Building	Medford, Oregon
Fuller, John A.	15 E. First Street	Reno, Nevada
Magee, George R.	129 N. Virginia Street	Reno, Nevada
Moulton, Olin C.	Medico-Dental Bldg.	Reno, Nevada
Woods, Ernest A.	295 E. Main Street	Ashland, Oregon

180-15 (Continued) 180-15

SAN JOAQUIN COUNTY

Broaddus, C. A.	242 N. Sutter Street	Stockton 2
Brody, Yale	Bank of America Bldg.	Stockton
Colbert, John J.	302 N. California	Lodi
Colliver, Samuel	343 E. Main Street	Stockton
Plageman, William H.	242 N. Sutter Street	Stockton 2
Powell, Dewey R.	Medico-Dental Bldg.	Stockton 2
Saslaw, Lewis B.	Bank of America Bldg.	Stockton
Tipshus, Alfons F.	242 N. Sutter Street	Stockton 2

SAN LUIS OBISPO COUNTY

Butler, W. D.	1126 Garden Street	San Luis Obispo
Kelker, G. David		Cayucos

SAN MATEO COUNTY

Murphy, William H.	205 - 3rd Avenue	San Mateo
Sharpe, Otis Allen	205 Park Road	Burlingame
Sherwood, Robert O.	128 Primrose Road	Burlingame

SANTA BARBARA COUNTY

Campbell, J. Gary	1525 State Street	Santa Barbara
Gibb, W. Blake	1515 State Street	Santa Barbara
Hombach, Frank J.	1421 State Street	Santa Barbara
Loutfallah, Michel	1826 State Street	Santa Barbara
Mesirow, Maurice E.	117 E. Cook Street	Santa Maria
Richards, John M.	1826 State Street	Santa Barbara
von Zelinski, W. F.	22 W. Islay Street	Santa Barbara

SANTA CLARA COUNTY

Beard, Crowell	St. Claire Bldg.	San Jose 23
Cassell, Irving	St. Claire Bldg.	San Jose 23
Lee, Dorothea	Medico-Dental Bldg.	San Jose 20
Liebenberg, Henry S.	123 S. 3rd Street	San Jose 12
Martin, P. T.	Medico-Dental Bldg.	San Jose 20
Rosehill, David B.	Bank of America Bldg.	San Jose 16
Smith, Herbert Gordon	261 Hamilton Avenue	Palo Alto
Tanner, Owen R.	300 Homer Avenue	Palo Alto
Thygeson, Phillips	St. Claire Bldg.	San Jose 23

SANTA CRUZ COUNTY

Bivins, Thomas E.	4 Soquel Avenue	Santa Cruz
Hombach, Leo J.	345 Church Street	Santa Cruz
Shenk, Frederick P.	Medico-Dental Bldg.	Santa Cruz
Spencer, James A.	Lettunich Bldg.	Watsonville

SHASTA COUNTY

Otten, Alex J.	2124 Market Street	Redding

SOLANO COUNTY

Green, John W.	727 Sonoma Street	Vallejo
Johnson, Malcolm C.	539 Georgia Street	Vallejo
Madeley, H. Randall	727 Sonoma Street	Vallejo

(Section Continued on Next Page)

Title 22 Ch. 2

Certified as a Regulation (or Regulations of the

Dept of Social Welfare

(Name of State Agency)

Myron D. Wallace

(Signature)

Director

(Title)

April 5, 1949

(Date)

MYRTLE WILLIAMS
Director

Sec 4 Art XXV of the Calif Constitution

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

April 1, 1949

FILED
in the office of the Secretary of State
of the State of California

APR 6 - 1949

At 2:10 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 335-B (Fiscal)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Submission of Revised Estimate Forms for Old Age Security and Security for the Blind by Counties Operating under the Agreement Plan

Estimates for advances of funds to counties for Old Age Security and Security for the Blind for May 1949 and subsequent months shall be submitted on Forms AG 809A and Bl 809A, revised March 1949. Copies of these revised forms are attached and a three months' supply is forwarded under separate cover today. The proposed revision of this form was announced by Circular Letter No. 437 on March 3, 1949.

Only three copies of each of these forms need be submitted to the State Department of Social Welfare. Submission of estimates by the 5th of the preceding month is recommended, but in no event shall the estimates reach the State Department of Social Welfare later than the 10th of the month. Estimates must be reviewed by this department and transmitted to the State Controller's office by the 20th of the month in order that funds may reach the counties in time.

The item on prior over-estimates has been deleted from the form and the counties will not be required to furnish this information. The State Department of Social Welfare will adjust the estimates for any known over-or-under estimation in previous months.

Instructions contained in Bulletins No. 335 (December 10, 1948) and 335-A (January 26, 1949) are hereby amended.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Attachments

State of California

Forward 3 copies to
State Department of Social Welfare
Sacramento, California

OLD AGE SECURITY - CLAIM FOR ESTIMATED EXPENDITURES

FROM _____ COUNTY

FOR THE MONTH OF _____ 19__

SECURITY:

1. Amount of security estimated for _____ recipients (number) _____

FOR STATE USE ONLY (Do not write below Item 1):

2. Amount of security payment ----------

	Estimate	Adjustment (+ or -)	Payment
(a) Federal Share	----------	----------	----------
(b) State Share	----------	----------	----------

ADMINISTRATIVE EXPENSE:

1. Salaries and Wages _____
2. Maintenance and operation (exclusive of rental for county-owned buildings) _____
3. Rent for county-owned buildings _____
4. Other including capital outlay (show detail on supplemental sheet--submit separate estimate for single items of equipment over $500) _____
5. Total estimated administrative expense (Total of Items 1 through 4) _____

FOR STATE USE ONLY (Do not write below Item 5):

6. Amount of administrative expense payment ----------

	Estimate	Adjustment (+ or -)	Payment
(a) Federal Share	----------	----------	----------
(b) State Share	----------	----------	----------

State of California)
) SS
County of _____)

I, _____, being duly sworn, depose and say: That I am the county official responsible for the performance of the ministerial functions referred to in that certain agreement existing between the State Department of Social Welfare and this county relating to the administration of Old Age Security; that the above is a true and correct statement of the estimated expenditures to be made under the provisions of Article XXV of the Constitution and the operative provisions of the Welfare and Institutions Code; that these estimated expenditures do not include administrative costs under the agreement between the State Controller and this county relating to security payments.

Subscribed and sworn to before me this

_____ day of _____, 19____

_____

Title _____

_____
Signature of Director or Official in Charge

Title _____

Approved for the Board of Supervisors

_____
Chairman, Board of Supervisors

ADVANCE APPROVED - STATE
DEPARTMENT OF SOCIAL WELFARE

Name _____
Supervisor, Bureau of Administrative Accounting

Date _____

State of California

Forward 3 copies to
State Department of Social Welfar
Sacramento, California

SECURITY FOR THE BLIND--CLAIM FOR ESTIMATED EXPENDITURES

FROM _____ COUNTY

FOR THE MONTH OF _____ 19____

SECURITY:

1. Amount of security estimated for _____ recipients (number) _____

FOR STATE USE ONLY (Do not write below Item 1):

2. Amount of security payment ----------

	Estimate	Adjustment(+ or -)	Payment
(a) Federal Share	----------	----------	----------
(b) State Share	----------	----------	----------

ADMINISTRATIVE EXPENSE:

1. Salaries and Wages _____
2. Maintenance and operation (exclusive of rental for county owned buildings) _____
3. Rent for county owned buildings _____
4. Other including capital outlay (show detail on supplemental sheet--submit separate estimate for single items of equipment over $500) _____
5. Total estimated administrative expense (Total of Items 1 through 4) _____

FOR STATE USE ONLY (Do not write below Item 5):

6. Amount of administrative expense payment ----------

	Estimate	Adjustment(+ or -)	Payment
(a) Federal Share	----------	----------	----------
(b) State Share	----------	----------	----------

State of California)
) SS
County of _____)

I, _____, being duly sworn, depose and say: That I am the county official responsible for the performance of the ministerial functions referred to in that certain agreement existing between the State Department of Social Welfare and this county relating to the administration of Security for the Blind; that the above is a true and correct statement of the estimated expenditures to be made under the provisions of Article XXV of the Constitution and the operative provisions of the Welfare and Institutions Code; that these estimated expenditures do not include administrative costs under the agreement between the State Controller and this county relating to security payments.

Subscribed and sworn to before me this

_____ day of _____, 19____

_____

Title _____

_____
Signature of Director or Official in Charge

Title _____

Approved for the Board of Supervisors

_____
Chairman, Board of Supervisors

ADVANCE APPROVED - STATE
DEPARTMENT OF SOCIAL WELFARE

Name _____
Supervisor, Bureau of Administrative Accounting

Date _____

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
April 5, 1949

RECEIVED
SACRAMENTO, CALIF.
1949 APR 6 PM 2 07
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 335-B (Fiscal) dated April 1, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

TITLE 22
CH 2

Certified as a Regulation (or
Regulations of the

Dept of Social Welfare
(Name of State Agency)

Myrtle W Williams
(Signature)

Director
(Title)

4-28-79
(Date)

MYRTLE WILLIAMS
DIRECTOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

April 29, 1949

126

ADOPTION MANUAL LETTER NO. 14

The attached revisions numbered 73 and 74 are to be entered in your copy of the Adoption Manual and the revision numbers canceled on the inside of the manual cover.

The revision to Section 2410-00 was adopted by the Social Welfare Board on April 22, 1949, and is to be effective June 1, 1949.

Section 2410-00 has been revised to include the statement that the SDSW will issue licenses to private child placing agencies on Form CPA 30 which will usually be effective for one year.

The list of licensed adoption agencies in California in the Appendix has been revised to include newly licensed placement agencies.

FILED
in the office of the Secretary of State
of the State of California

APR 30 1949

At 9 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

2410-00 (Continued) 2410-00

4. Cost of Care

Show the total amount necessary for cost of care. Indicate supporting data such as the number of children and the average cost of care per child.

F. Renewal Application

Renewal applications shall be submitted on Form CPA 11 AD by county adoption agencies and on Form CPA 11 by private adoption agencies. Although the legal requirement for filing renewal application states that the renewal must be filed 10 days before the expiration of license, the SDSW should be informed of the intentions of the agency at least 30 days before the expiration date, in order that the agency may be kept currently licensed.

An agency which has filed its application for renewal of license within the time specified by law shall be deemed to be operating under a license of the SDSW until such time as the application has been acted upon.

G. Issuance of License

After receiving an application for license, the SDSW will make an evaluation of the agency to determine action to be taken. This evaluation will include a review of the application and supporting material and a study of the agency. If the application is approved by the SDSW, a license will be issued to the agency.

1. County Adoption Agencies

The license (Form CPA 30 AD), will be effective until the end of the fiscal year.

2. Private Child Placing Agencies

The license (Form CPA 30) will be effective for the period specified, ordinarily one year.

H. Supervision

The SDSW will maintain a supervisory relationship to licensed adoption agencies.

2420-00 STANDARDS FOR CHILD PLACING AGENCIES: 2420-00

The following Standards for Child Placing Agencies shall apply to any agency requesting license to perform any adoption function.

(Section Continued on Next Page)

2410-00 (Continued) 2410-00

E. Budget Detail Required from County Adoption Agencies

1. Salaries and Wages

a. Personnel spending full time on adoptions

For each worker show classification, rate of pay, and total salary until the end of the fiscal year. If there are several workers in the same classification at identical rates of pay, they may be grouped showing the number of workers, the common rate, and the combined salaries. If salary increases are to be allowed during the year, show the month during which the increase is to take effect and the increased rate of pay.

b. Personnel devoting part time to adoptions

Show detail for individual workers as above. Include a statement supporting the proportion of time to be spent on adoptions for each worker and prorate the annual salary chargeable to adoptions according to this proportion.

c. Administrative and clerical personnel

Include a lump sum to absorb the allocation to adoptions from "over-all" or from "joint" programs. Explain the derivation of the estimated proportion of these items chargeable to adoptions.

2. Maintenance and Operation

Show individually the total estimated expenditure of the agency for each relevant item in the agency's budget (e.g., telephone, travel, etc.) and the amount estimated to be charged to adoptions. Explain for each item the basis for determining the amount so to be charged. Include in this item fees for medical examinations to determine fitness for adoption.

3. Capital Outlay

List individual items of equipment to be purchased for the adoption program; give specifications and price. A justification for each item shall be shown. If equipment is to be purchased for use on adoptions only, it shall be charged to that program; as a consequence equipment to be purchased for use on programs exclusive of adoptions shall not be charged to "over-all" but to the program or "joint" programs, excluding adoptions, on which it is to be used. Equipment to be purchased for use on adoptions and other programs shall be charged to "over-all" or "joint" programs including adoptions.

(Section Continued on Next Page)

4 LICENSING AUTHORITY OF S.D.S.W. 4

Welfare and Institutions Code, Sections 1620-1630

Sec. 1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the Department:

a. Maintain or conduct any institution, boarding home, day nursery, school other than a school conducted by an established religious organization, or other place for the reception, or care, or education of children under sixteen years of age, nor engage in the business or receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

b. Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

Sec. 1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Sec. 1620 of this Code and the Department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

Sec. 1622. The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the State department.

Sec. 1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

Sec. 1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

(Section Continued on Next Page)

3 LICENSED PLACEMENT AGENCIES IN CALIFORNIA

The following agencies have been licensed by the State Department of Social Welfare to place children for adoption:

A. The Children's Home Society of California

Headquarters: Los Angeles - Telephone ROchester 1141
3100 West Adams Boulevard

Branch Offices: San Diego - Telephone Main 8565
645 A Street

Oakland - Telephone TRinidad 3347
3995 66th Avenue

San Francisco - Telephone UNderhill 1-3272
345 Franklin Street

Bakersfield
946 Baker Street

Santa Ana
1104 West 8th Street

B. The Native Sons and Native Daughters' Adoption Agency, Inc.

Headquarters: San Francisco - Telephone MArket 1-4178
1095 Market Street

Branch Office: Los Angeles - Telephone OLympia 4105
3924 Sunset Boulevard

C. The Adoption Institute

411 South LaBrea
Inglewood

D. Bureau of Adoptions, Los Angeles County Department of Charities

205 South Broadway
Los Angeles

E. San Diego County Department of Public Welfare

Room 008, Civic Center
San Diego

F. Tuolumne County Welfare Department

Court House
Sonora

Certified as a Regulation (or Regulations) of the

Dept of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Director

(Title)

4-28-49

(Date)

TITLE 22 - CH 2

29

MAIN OFFICE
SACRAMENTO
616 K STREET
14
LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12
SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
April 28, 1949

RECEIVED
SACRAMENTO, CALIF
1949 MAY 2 AM 8 57
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of Manual Letter No. 131 which are being filed in accordance with Section 11380 of the Government Code.

These regulations were ratified by the State Social Welfare Board in so far as they pertain to ANC and APSB pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on April 22, 1949.

Regulations with respect to OAS and SB are being issued by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

Regulations contained in Sec. 645-76 are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health, and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

FILED
in the office of the Secretary of State
of the State of California
MAY 2- 1949
At 9.00 o'clock a. M.
FRANK M. JORDAN, Secretary of State
By Robert T. Jordan
Assistant Secretary of State

April 29, 1949

1297

MANUAL LETTER NO. 131

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters:

Residence	Revision 64
Real Property	Revisions 79 and 80
Personal Property	Revisions 86 and 87
Classification	Revisions 50 and 51
Investigation and Decision	Revisions 198 through 209
Financial Procedures	Revision 463

These revisions were adopted by the Social Welfare Board with respect to APSB and ANC on April 22, 1949, and are being issued by the SDSW to be effective as follows:

May 1, 1949	June 1, 1949	
645-76	129-05	235-20
	131-15	235-40
	142-10	237-75
	193-10	250-05
	230-35	

Sec. 129-05 is amended to provide that a child's presence and a parent's residence in the state may be established by any combination of records covering the twelve months immediately preceding application rather than by one continuous record covering the twelve months.

Secs. 131-15 and 142-10 as revised provide that real and personal property of a parent is not to be considered in determining eligibility in situations in which one or both parents have been relieved of the custody of the child and there is a final decree of divorce, a legal property settlement, a relinquishment of the child for adoption, or deprivation of custody and control of the child. This change in eligibility requirements does not alter procedures for securing support or additional support from the parent.

Secs. 193-10 and 235-40 are amended to provide for the acceptance of any of the four approved types of verification of the death of a parent and eliminates the preferential order of verifications.

Sec 230-35 has been revised to incorporate certain exceptions to the requirement in ANC that the parent shall sign Form CA 228, Authorization for Financial Investigation. This revision also provides that in exceptional cases attempts be made to secure information without recourse to this procedure so that delay in granting aid may be minimized.

Secs. 235-20 and 237-75 (Item 7B) is revised to simplify the procedure for verifying school attendance by eliminating routine verification with the schools and providing for verification by discussion with, or a statement by the parent or caretaker. Forms CA 213 and CA 214 have been eliminated from Sec. 250-99. These forms will not be retained in stock after the present supply is exhausted.

Secs. 237-75 and 250-05 have been revised and 363-20 deleted since it is no longer necessary to secure the signature of a new payee on Form CA 232, Notice of Change, or to indicate that the signature of a payee not eligible for federal participation is on file in the county office. Please mark your copy of the manual to indicate Sec. 363-20 is obsolete, since we are not issuing a revised page to delete that section. The Notice of Change (Form CA 232) is not being revised at this time; however, it is no longer necessary to complete Section V of this form.

Sec. 250-05 has been revised to bring the chart up to date.

Sec. 645-76 as revised provides for time recording to the nearest five minutes on the Employee's Individual Daily Time Record (Form DFA 42).

Terminology in Secs. 131-06, 131-07, 131-10, 131-12, 142-05, 142-25, 230-20, and 230-25 is being brought up to date at this time since these sections appear on manual pages with sections which are being revised for change in policy.

Department Bulletins No. 356 and 357 are now obsolete. Item 4, sub-item 1 of Department Bulletin No. 341 and Item 5, paragraph 1 of Department Bulletin No. 341A are also obsolete.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

129-05 PROOF OF STATE RESIDENCE 129-05

ANC

For the child born in California birth evidence which verifies that the child was born in the state establishes state residence. When the child was not born in California, his state residence shall be verified by establishing one year's physical presence in California or the residence of the parent in California for one year immediately preceding the date of application.

The child's physical presence may be established by any record or combination of records covering the 12-month period immediately preceding the date of application, such as records of an institution, school, hospital, county welfare department, or by an affidavit of a person other than the parent or applicant with personal knowledge that the child has been physically present in the state for one year immediately preceding the date of application.

Residence of the parent in California for one year immediately preceding the date of application is verified by any record or combination of records covering the 12-month period, such as employment records, public assistance records, rent or utility receipts, or an affidavit of a person other than the parent or applicant with personal knowledge that parent or parents have resided in California for one year immediately preceding the date of application.

When temporary absence from the state during the year immediately preceding application affects the child's eligibility (SEE SEC. 121-77, EFFECT OF ABSENCE WITH INTENT TO ESTABLISH RESIDENCE IN ANOTHER STATE), an affidavit of intent of the person establishing the child's residence shall be obtained. (W&IC 1526, 1560)

129-00 DETERMINATION OF STATE AND COUNTY RESIDENCE 129-00
OAS, ANB, APSB

In ANB and APSB the affidavit of one reputable citizen is required to establish that the applicant meets the required period of residence. In case such an affidavit is not available other evidence may be used as indicated below. Affidavits of residence shall be completed by persons who know that the applicant has the required residence qualifications. The affidavit shall include a statement of the facts upon which the affiant bases his knowledge of the period of the applicant's residence to which he is certifying. To be acceptable as proof of residence the facts should be such that it is reasonable to conclude that the affiant could have had knowledge of the period of residence covered in the affidavit. When one affidavit is not sufficient to verify the applicant's residence for the entire period required, additional affidavits shall be obtained until evidence for the entire period is on file.

In OAS the affidavit of residence completed by persons having knowledge of the applicant's residence is one method of establishing the required period of state and county residence. Other evidence of the period of residence may be used. This is needed when there is conflicting information regarding the period of residence.

When an applicant has given information regarding his residence in connection with the completion of a record, and the period of residence was merely incidental to the purpose of the document or record, there is no reason for a misstatement regarding the period of residence. In general, such records of residence are superior to those in which some advantage would have resulted from a misstatement of residence. Statements made under oath by the applicant regarding his residence evince his intent and carry the presumption, which may be refuted, that the residence requirement for the particular action was met; e.g., voter's registration and records of legal action requiring a period of residence.

Some types of evidence are indicative of the applicant's residence but may not in themselves establish that the residence requirements have been met. When two or three items corroborate each other, however, they may satisfactorily establish the required residence of the applicant. Useful corroborative evidence, especially if the applicant's address is shown, includes:

1. Rent or utility receipts or accounts covering a continuous period;
2. Social agency records;
3. Physicians' and lawyers' records when the applicant has been seen frequently;
4. Mail addressed to the applicant;
5. Lodge or club records.

(SEE SEC. 232-10, AFFIDAVIT REGARDING RESIDENCE OF APPLICANT, AND SEC. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE.) (W&IC 2140, 3075, 3083, 3471)

131-12 OWNERSHIP OF SEPARATE AND COMMUNITY REAL PROPERTY APSB 131-12

Determination of the status of all real property as separate or community is necessary. Only the separate property of applicant and his share of community property is considered in determining eligibility. All property which an applicant and his spouse hold is presumed to be community property unless applicant can give satisfactory evidence to the contrary.

Responsibility rests with applicant to present proof or supply information which will enable the county to determine the status of property. The fact that property is assessed or recorded in one name only does not necessarily indicate that the property is separate property.

Where community property is involved, the interest of each spouse is considered as half the county assessed value of the property. (W&IC 3447,3460, CC 164,687)

131-15 OWNERSHIP OF COMBINED AND COMMUNITY REAL PROPERTY OAS, SB, APSB, ANC 131-15

In OAS, SB, and APSB even though a husband and wife may have been living separate and apart, in the absence of a final decree of divorce, the status or their community property or, in OAS and SB, combined community and separate property is unchanged and county assessed valuation of all property remains a consideration in determining eligibility according to the respective category. (For exception in OAS, see Sec. 131-18, Ownership of Real Property by Separated Spouse.)

When a legal property settlement has been made, but no actual divorce has occurred, the terms of the property settlement determine the status of the property.

The county assessed valuation of the property holdings of a separated spouse shall be verified when such property is pertinent to the eligibility of the applicant.

In ANC, the county assessed valuation of all community or combined community and separate property of the parents is to be considered in determining eligibility except:

1. If there is a final decree of divorce which awards full custody of the child to one parent, the property of the other parent shall not be considered.
2. If a legal property settlement has been made and full custody of the child has been awarded to one parent, the property of the parent who does not have custody of the child shall not be considered.
3. If the parent has relinquished the child for adoption and the relinquishment has been filed with the SDSW (see Sec. 171-20, Responsibility of Parents for Children), the property of the parent shall not be considered.
4. If the parents have been deprived of custody and control of the child under W&IC 701, the property of the parents shall not be considered.

(W&IC 1520, 2165, 2165A, 3447; Art. XXV, Calif. Const.; AGO NS 863, NS 1715, NS 5202; CC 159,160)

131-06 OWNERSHIP OF REAL PROPERTY BY INDIANS 131-06

OAS. SB. APSB. ANC

In considering land occupied by Indians, special care must be exercised to determine ownership of the land. The ward Indian has only an equitable interest in lands held in trust by the United States Government for him. Since title is held by the Federal Government, the property is not subject to assessment or taxation. The value of such property shall not be taken into consideration in determining the eligibility of the Indian. An Indian may live on the reservation and still own land, not a part of the reservation, in his own right. All such real property shall be considered in determining eligibility. (W&IC 1520, 1560, 2140, 3447, 3460; Art. XXV, Calif. Const.; AGO 10933)

131-07 DEFINITION OF COMBINED REAL PROPERTY 131-07

OAS. SB

Combined real property includes:

1. Community property;
2. In OAS, separate property of either spouse. (For exception see Sec. 131-18, Ownership of Real Property by Separated Spouse);
3. In OAS, any combination of the above. (W&IC 2165, 2165A, Art. XXV, Calif. Const.; AGO NS 5202)

131-10 OWNERSHIP OF SEPARATE AND COMMUNITY REAL PROPERTY 131-10

OAS. ANC

The OAS law does not require differentiation of separate and community real property as all real property owned by either husband or wife, or both, is considered. (For exception see Sec. 131-18, Ownership of Real Property by Separated Spouse.) If there is income from property the fact that it is separate or community property shall be ascertained.

The ANC law does not require differentiation of separate and community property as combined real property of the parent or parents and child or children is considered. However, such differentiation may be necessary when one spouse is a parent and the other a step-parent of child for whom aid is granted, as the step-parent's share of community property or his separate property is not considered in determining eligibility of the child. (W&IC 1520, 1560; Art. XXV, Calif. Const.)

142-10 (Continued) 142-10

and it may be used for the family, such funds should be considered in determining eligibility of all the children in the family unit.

EXAMPLE:

MARY, ONE OF FIVE CHILDREN FOR WHOM APPLICATION IS MADE BY THEIR MOTHER, HAS $1,000, WHICH WAS AWARDED HER BECAUSE OF INJURIES IN AN ACCIDENT. BY COURT ORDER IT IS SET ASIDE FOR HER USE ONLY. MARY WOULD BE DISQUALIFIED FOR AID, BUT THE ELIGIBILITY OF THE OTHER CHILDREN WOULD NOT BE AFFECTED.

Cash and securities are the only types of personal property considered in determining eligibility for ANC. Cash and securities shall include cash surrender value of insurance, except the cash surrender value of a policy or policies of life insurance on the life of the parents or parents and children which has been in effect five years, if the aggregate value at maturity does not exceed one thousand dollars ($1,000). No policy shall be valued at more than its present surrender value. The value of household furnishings, an automobile or livestock and farm equipment is not considered. The maintenance of a car by a parent of children receiving ANC is authorized only when necessary as a means of adding to the household income or if required for transportation or the conveyance of supplies. (SEE SEC. 140-00, PROVISIONS OF W&IC REGARDING PERSONAL PROPERTY) (W&IC 1521, 1560)

142-25 CHANGE IN VALUE OF PERSONAL PROPERTY 142-25

OAS, SB, APSB, ANC

The value of personal property may increase or decrease due to the fluctuating nature of the value of individual holdings: for example, the value of stocks and other securities. In general, the cash surrender value of insurance increases with the lapse of time.

In OAS, SB, and APSB eligibility may be affected as the value of livestock varies with market conditions and with the natural increase of flocks and herds. Automobiles decrease in value as they become older.

When the value of personal property holdings of the applicant or recipient (parent or child in ANC) approaches the maximum permitted under the law, a slight variation in the value of an individual holding may affect eligibility for aid and a redetermination of the value is necessary at frequent intervals. (SEE SECS. 140-00, PROVISIONS OF THE W&IC REGARDING PERSONAL PROPERTY, 142-05, LIMITATIONS ON PERSONAL PROPERTY, AND 143-15, ENCUMBRANCES ON PERSONAL PROPERTY.) (W&IC 1560, 3460; ARTICLE XXV, CALIFORNIA CONSTITUTION.)

142-05 LIMITATIONS ON PERSONAL PROPERTY 142-05
APSB

In no instance may a recipient own real or personal property the combined assessed value of which, less all encumbrances thereon of record, exceeds $3,500.

Personal property shall not include interment plots as defined in Sec. 7022 of Health and Safety Code (see Glossary - Interment Plot), nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith if such money, insurance, or contract rights do not exceed five hundred dollars ($500) in value. (W&IC 3447.1, 3460)

142-10 LIMITATIONS ON PERSONAL PROPERTY 142-10
ANC

No aid under the ANC law shall be granted or paid for any orphan child who has cash and/or securities, the total value of which exceeds $600, nor for any child or children in one family who have, or whose parents have, or the child or children and parents have, cash or securities the combined value of which exceeds $600. (SEE SEC. 141-05, TYPES OF PERSONAL PROPERTY.) The cash and/or securities of a parent who is not living with the child and does not have custody of the child shall not be considered if:

1. There is a final decree of divorce which awards full custody of the child to the other parent.
2. A legal property settlement has been made and full custody of the child has been awarded to the other parent.
3. The parent has relinquished the child for adoption and the relinquishment has been filed with the SDSW (see Sec. 171-20, Responsibility of Parents for Children).
4. The parents have been deprived of custody and control of the child under W&IC 701.

The cash and/or securities of a step-parent shall not be considered in determining eligibility for ANC.

The child's share of any estate, which share has not been distributed and of which he has no present economic use, does not constitute property for the purposes of ANC. (SEE SEC. 144-10, DETERMINATION OF PERSONAL PROPERTY VALUE OF UNDISTRIBUTED ESTATES.)

Each whole orphan of a group of whole orphans of one family may have cash and/or securities valued at $600. A parent/parents and one child or a parent/parents and several children may have combined cash and/or securities valued at $600.

Cash and/or securities including cash surrender value of insurance policies which are the exclusive property of a child or children who are not eligible for ANC shall not be considered in determining eligibility of other children in the family.

If a child in a family group has an amount in trust which is restricted for his use alone by the terms of the trust or by court order, and which is in excess of the amount allowed under the law, the other children in the family shall not be disqualified for aid because of this fact. When there are no restrictions on the use of money received as a judgment, or from other sources,

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193-10 (Continued) 193-10

2. Written verification from county recorder or bureau of vital statistics;
3. Certified copy of coroner's certificate;
4. An affidavit (a) of person who served in an official capacity at the burial such as coroner, undertaker, or minister, (b) of physician who attended at time of death, (c) of person attending burial, other than surviving parent. All these affidavits shall give identifying information which identifies the deceased as parent of children and/or spouse of surviving parent. (W&IC 1500, 1501, 1560)

193-12 CLASSIFICATION OF HALF-ORPHAN, PRESUMPTIVE DEATH ESTABLISHED 193-12

ANC

A child shall be considered eligible under the classification of H.O. when one of the parents of the child is adjudged to be presumptively dead, provided the child is otherwise eligible.

A court may declare that a person is presumptively dead when the person has been absent and not heard from for a period of at least seven years, or was last known to be in a condition of such grave peril that it is entirely reasonable to suppose he or she perished; e.g., a shipwreck, burning building, or other similar disaster.

See Sec. 190-05, Provision of ANC Law Relating to Classification, for procedure in filing and hearing petition to establish presumptive death.

When, during the period of hostilities, the Navy official reports a man as missing following the sinking of the ship on which he was stationed, such man may be considered presumptively dead. An official report from the Army that a man is missing in action would not be sufficient evidence of presumptive death.

When clues develop as to the parent's whereabouts, the narrative shall contain a report of the efforts of the county to locate the parent.

When a court order adjudging a parent to be presumptively dead has been made, but evidence; i.e., a statement of both husband and wife to the effect that they were the husband and wife referred to in this court order, establishes that the parent is alive at the time the application is investigated, or at any time during the receipt of aid, eligibility is not established. (W&IC 1500, 1501, 1560, 1570, 1571, 1572, 1573, 1574)

193-00 CLASSIFICATION OF HALF-ORPHAN (H.O.) 193-00

ANC

Children may be considered half-orphans under the ANC law when any of the following conditions exist:

1. One of the parents of the child is dead, or is declared to be presumptively dead. (SEE SECS. 193-10, CLASSIFICATION OF HALF-ORPHAN, PARENT DECEASED AND 193-12, CLASSIFICATION OF HALF-ORPHAN, PRESUMPTIVE DEATH ESTABLISHED.)

2. The child has been deprived of the father's support or care by reason of his continued absence for a period of at least three years. (SEE SEC. 193-15, CLASSIFICATION OF HALF-ORPHAN, ABSENT FATHER.)

3. The paternity of a dependent illegitimate child has not been acknowledged or legally established. (SEE SEC. 193-20, CLASSIFICATION OF HALF-ORPHAN, DEPENDENT ILLEGITIMATE CHILD.)

4. The parent of the child has been committed to a state or federal hospital or prison in this or any other state. (SEE SEC. 193-30, CLASSIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO INSTITUTION.)

5. The child is adopted by one person. (SEE SEC. 193-40, CLASSIFICATION OF HALF-ORPHAN, ADOPTION BY ONE PERSON.)

The various aspects of this classification are discussed in the following sections. (W&IC 1500, 1501, 1560)

193-10 CLASSIFICATION OF HALF-ORPHAN, PARENT DECEASED 193-10

ANC

When the death of one parent has been established and the child is otherwise eligible, aid shall be granted under the classification of H.O.

The following types of evidence are considered acceptable proof of death:

1. A certified copy of death certificate, a photostatic copy of death certificate bearing official signature and seal of recording officer, or a copy of death certificate with letter of official transmittal from vital statistics bureau;

(Section Continued on Next Page)

230-25 (Continued) 230-25

No question, inquiry or recommendation under the OAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of security under the OAS law shall be in any way affected or influenced by such opinions or affiliations.

The public assistance worker, administering the OAS, SB, and APSB laws, shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged and blind person the maximum amount of security for which that person is eligible. He shall not attempt to elicit any unnecessary information or make any comment or criticism of any fact concerning an applicant or recipient which is not directly connected with OAS, SB, or APSB. (W&IC 2142.5, 3082.1, 3460)

Records of private and public social agencies, hospitals, clinics, schools, records of various county officers such as the recorder, assessor, etc., and the records of vital statistics department, etc., frequently contain information pertinent and necessary to the investigation. The applicant's written consent authorizing release of information from records other than those open to the public is required in most instances. The applicant should understand the reason for such investigation and his consent should be obtained. (See Sec. 230-35, Authorization and Consent for Investigation.) The circumstances in the individual case may make necessary communication with employers, physicians, landlords, churches, religious groups, lodges, clubs, societies, organizations, trade unions, fraternal and professional groups, public libraries, parent-teacher associations, Girl and Boy Scouts, morticians, creditors, insurance companies, etc. (W&IC 1560, 3460; Art. XXV, Calif. Const.)

230-20 DEFINITION OF INVESTIGATION AND DECISION 230-20

OAS, SB, APSB, ANC

Investigation is the process of careful inquiry into the circumstances of the applicant and in ANC parent and/or children as related to the conditions of eligibility established by law and the rules and regulations of the SDSW. It includes the accumulation of the best factual information available to substantiate the applicant's claim, the weighing and evaluation of this information and is completed by the action of the county board of supervisors approving or denying the application. (W&IC 1560, 3460; Art. XXV, Calif. Const.)

230-25 SCOPE AND METHOD OF INVESTIGATION 230-25

OAS, SB, APSB, ANC

The type of investigation is the same for OAS, SB, APSB, and ANC, but the scope of the inquiry varies with the eligibility requirements for the type of security or aid requested and the situation of the individual. The investigation of the application for OAS, SB, and APSB of an inmate of a public institution shall be carried on in the same manner as other investigations.

The investigation shall be pursued with diligence until all reasonable sources of proof of eligibility have been investigated. When one point of ineligibility has been clearly established, the investigation of other eligibility factors may cease.

The applicant is the first source of information. An explanation should be made to him regarding the requirements of eligibility and method of investigation that will follow. Investigation should be undertaken with the full knowledge and consent of the applicant and with his participation to the extent of his ability. His rights under the law, including his right to a fair hearing, should be explained to him. The applicant shall not be required to establish his own eligibility or that of the child on whose behalf he is applying for aid. It is the responsibility of the applicant insofar as he is able to give information to assist the county in establishing eligibility; i.e., documents in his possession may substantiate his own statements and assist in proving his eligibility. (See Sec.202-15, Services Rendered By County To Applicants.)

The applicant should be informed at the beginning of the investigation that it is his responsibility to notify the county immediately of any change of address, or change in financial condition, including a change in income or in real or personal property holdings.

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230-35 (Continued) 230-35

Special forms may be devised by the county to cover specific types of inquiries.

When a bank account, insurance policy, etc., is carried in a name not used in the application and/or other supporting papers, both names shall be used in consent forms. A clear statement of reason for variation in name, and, if necessary, an affidavit establishing identity, shall be secured.

Full identifying data should be given in order that the organization of which inquiry is made may be able to locate records pertaining to the applicant without necessity for further correspondence.

Some agencies which require written authorization for release of information are: (1) Federal agencies, such as the U. S. Census Bureau, U. S. Post Office (concerning postal savings), Veterans' Facility, Adjutant-General's Office, RRB and the OASI Bureau; (2) insurance companies, and firms dealing with private financial matters, including stock brokers; (3) employers; (4) hospitals, physicians, clinics, and medical agencies. When a form is prescribed by an agency; e.g., OASI Bureau, all the data called for should be given. (W&IC 1560, 3460; Art. XXV, Calif. Const.)

230-35 AUTHORIZATION AND CONSENT FOR INVESTIGATION 230-35

OAS, SB, APSB, ANC

In OAS, SB, and APSB, the applicant and spouse, if the applicant is married, shall sign an Authorization for Financial Investigation (Form AB 228) and other forms required in verifying income and real and personal property, whether the property be community or separate. (SEE FORM AB 228 IN SEC. 250-99, FORMS USED IN INVESTIGATION PROCEDURE.)

In ANC, a parent who has made an application shall sign Form CA 228. If both parents are living, the other parent shall also sign Form CA 228 except that in the following instances the form is not mandatory:

1. There is a final decree of divorce which awards full custody of the child to the parent making application.
2. A legal property settlement has been made and full custody of the child has been awarded to the parent making application.
3. The parent has been deprived of custody and control of the child under W&IC 701.
4. The whereabouts of the absent parent is unknown.
5. The parent in a federal or state institution refuses to sign the form.
6. The parent is mentally disturbed and is unable or refuses to sign the form and the county determines that requiring the signature would not be for the best interest of the family and that the lack of signature would not materially impede the financial investigation.

If the application is signed by someone other than a parent, parents shall be required to sign the Form CA 228 unless the exceptions listed above apply. If resources of the parent are pertinent to the child's eligibility and Form CA 228 is not secured, the county shall continue the investigation, using other resources to determine the parents' financial situation.

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5. Home Instruction of Physically Handicapped Child

Enrollment in home instruction under the public school system when physical impairment prevents the child from attending school.

TEMPORARY ABSENCE DEFINED

Absence due to reasons customarily accepted under the compulsory attendance laws of the state, or occasioned by religious holidays, regular vacation period, ill health of the child, temporary work permits, or suspension of not over two weeks is considered a temporary absence.

TERMINATION OF ENROLLMENT DEFINED

Termination of enrollment is:

1. Completion of course;
2. Student's abandonment of, or failure to resume course;
3. Expulsion for failure to comply with the rules and regulations of the school.

SCHOOL YEAR AND VACATION PERIOD DEFINED

For administrative purposes the school year and the vacation period are designated as follows:

The school year begins in September but after September 1, and closes after May 1, but before June 1.

The vacation period begins on June 1, and ends on September 1.

METHOD OF VERIFICATION OF ENROLLMENT

The county shall verify the child's attendance at school by discussion with, or by means of a statement signed by, the parent or caretaker unless there is other verification on file. The discussion shall be recorded in the narrative record or the signed statement shall

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235-15 VERIFICATION OF REQUIREMENTS FOR FEDERAL PARTICIPATION 235-15
ANC

The county shall determine whether children for whom ANC is granted meet the requirements for federal participation in the grant of aid. Such participation is available when the child is eligible under the provisions of the ANC law and the following federal requirements are met:

1. The child under 16 years of age is living with an eligible payee (See Sec. 628-00, Payees Eligible Under Social Security Act), or

2. The child who is 16 years of age and under 18 years of age is living with an eligible payee and is regularly attending school (See Sec.235-20, School Attendance as Requirement for Federal Participation, and 627-80, Federal Participation on Children Between Ages of 16 and 18 Years). (W&IC 1560; FSS-Admin.)

235-20 SCHOOL ATTENDANCE AS REQUIREMENT FOR FEDERAL PARTICIPATION Page 1 of 235-20
ANC

When a child between 16 and 18 years of age, who meets other federal requirements, is regularly enrolled in school, federal participation may be claimed. (See Sec. 235-15, Verification of Requirements for Federal Participation.) Such participation is available even though intermittent or temporary absences from school may occur, provided such absences do not result in termination of enrollment.

REGULAR SCHOOL ENROLLMENT DEFINED

Regular school enrollment is defined as instruction under any of the following conditions:

1. Full-Time Instruction

   Enrollment at public grade school, high school, trade school, or college maintaining full-time curriculum.

2. Full-Time Private Instruction

   Enrollment at private or parochial grade school, high school, trade school, or college maintaining full-time curriculum.

3. Part-Time Public Instruction

   Enrollment at public continuation school or night school for three hours a day or a minimum of four hours a week.

4. Vocational Training

   Enrollment for part-time private course such as beauty school or business college, provided attendance at such schools is acceptable to attendance authorities under the compulsory attendance laws.

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When any change of school status is verified by the county, **it shall** be reported to the SDSW by means of a Notice of Change (Form CA 232). (See Sec. 363-15, Recording Change of School Status on Section IV of Notice of Change.) Such notifications of change of school status shall be submitted to the SDSW not later than the end of the month following the month in which the verification is made by the county.

2. 16th Birthday

When a child who becomes 16 during the school year is enrolled in school, he is considered eligible for federal participation until he terminates school enrollment.

When a child becomes 16 during the vacation period, he is considered eligible for federal participation until his school status is verified at the opening of the new school year. If non-enrollment is verified, he becomes ineligible for federal participation at the end of the month of verification.

3. Termination of Enrollment

When a child over 16 terminates enrollment prior to the close of the school year, he is considered eligible for federal participation until the end of the month in which his termination is verified.

4. Non-Enrollment

When a child over 16 enrolled in school at the close of a school year does not re-enroll for the following year, he is considered eligible for federal participation until his school status is verified at the opening of the new school year.

5. Re-Enrollment

When a child over 16 who has previously terminated school enrollment re-enrolls, he is considered eligible for federal participation from the first of the month in which he re-enrolls.

6. Change of Payee

When there is a change from an ineligible to an eligible payee for a child over 16, he is considered eligible for federal participation until his school status is verified. If non-enrollment is verified, he becomes ineligible for federal participation at the end of the month of verification.

Exception - When there is a change from an ineligible to an eligible payee for a child over 16 during the vacation period, he is considered eligible for federal participation until his school status is verified at the opening of the new school year. If non-enrollment is verified, he becomes ineligible for federal participation at the end of the month of verification.

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be included in the case record. The parent or caretaker shall be informed of his responsibility for notifying the county promptly of any change in school status subsequent to the initial verification.

Verification shall be made with the schools only if there is reason to question the enrollment status of the child.

TIME LIMIT FOR VERIFICATION OF SCHOOL STATUS

When verification of school status is required, verification shall be made as soon as administratively possible. In no instances shall the verification be made later than the end of the second month following the month in which the event requiring verification of school status occurred.

NEW APPLICATIONS

On new applications, school status for all children 16 to 18 shall be verified during the initial investigation, and reported on the Certificate of Eligibility (Form CA 201).

Exception - When ANC is granted for a child over 16 during the vacation period, he is considered eligible for federal participation until his school status is verified at the opening of the new school year. If non-enrollment is verified, he becomes ineligible for federal participation at the end of the month of verification.

CURRENT CASES

1. Annual Verification

School status for all children 16 to 18 living with an eligible payee shall be verified once annually at the opening of the school year (September).

The county may include in the annual verification all children 15 years old who will reach their 16th birthdays during the current school year. If enrollment is verified for the 15 year old and no change of school status is reported, no further verification of school status is required at the time he reaches his 16th birthday. If non-enrollment is verified for the 15 year old, his school status shall be reverified at the time he reaches his 16th birthday.

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Such notifications of school status shall be submitted to the SDSW not later than the end of the month following the month in which the verification is made by the county. (See Sec. 363-15, Recording Change of School Status on Section IV of Notice of Change.)

REIMBURSEMENT

Reimbursement for federal participation will be made on the basis of the date of verified ineligibility provided due diligence is exercised, that is if verifications are initiated and followed up where necessary within the specified time limit. (W&IC 1560; FSS-Admin.)

235-35 VERIFICATION IN WHOLE ORPHAN AND FOUNDLING CLASSIFICATION 235-35
ANC

To establish eligibility the deaths of both parents shall be verified. (See Secs. 193-10, Classification of Half-Orphan, Parent Deceased, for acceptable types of death evidence, and Sec. 235-40, Verification of Half-Orphan, Parent Deceased, for method of verification of death.)

When the child is a foundling, the affidavit of the person who found the child, setting forth the circumstances and, if possible, the date of the finding shall be secured. A resume of efforts made to identify the child should be included in the case record.

When a child has been adopted, and the adoption revoked, the child's status as a whole orphan shall be verified by: (1) a certified copy of the revocation order; (2) by examination of the court order and completion of Form CA 203. (See Sec. 192-00, Classification of Orphan, W.O.) (W&IC 1500, 1560)

RESTORATIONS (Except following discontinuance for adjustment.)

When aid is restored for a child over 16 who was enrolled in school at the time of discontinuance, he is considered eligible for federal participation unless and until a change of school status is reported. No further verification of school status is required at the time of restoration.

Exception - When a new school year began between the date of discontinuance and the date of restoration, the child over 16 for whom aid is restored is considered eligible for federal participation until his school status is verified. If non-enrollment is verified, the child becomes ineligible for federal participation at the end of the month of verification.

When aid is restored for a child over 16 who was not enrolled in school at the time of discontinuance, he is considered ineligible for federal participation unless enrollment in school is verified. School status shall be verified at the time of restoration.

When aid is restored for a child who reached his 16th birthday between the date of discontinuance and the date of restoration, he is considered eligible for federal participation until his school status is verified. School status shall be verified at the time of restoration. If non-enrollment is verified, he becomes ineligible for federal participation at the end of the month of verification.

RESTORATIONS (Following discontinuance for adjustment.)

When aid is restored for a child over 16 following a discontinuance of one month to adjust for an overpayment, his school status at the time of discontinuance governs eligibility for federal participation from the date of restoration unless and until a change of school status is reported. No further verification of school status is required at the time of such restoration.

NOTIFICATION TO THE SDSW

The SDSW shall be notified of school status by means of a Notice of Change (Form CA 232) when:

1. Child reaches the age of 16 and is not enrolled in school.
2. Child is over 16 and terminates school enrollment.
3. Child is over 16 and was not previously enrolled in school but re-enrolls.
4. Child is over 16 and there is a change from an ineligible for federal participation to an eligible payee.
5. Aid is restored for a child over 16 and a new school year began between the date of discontinuance and the date of restoration.
6. Aid is restored for a child over 16 who was not enrolled in school at the time of discontinuance.
7. Aid is restored for a child who reached his 16th birthday between the date of discontinuance and the date of restoration.
8. Aid granted during the vacation period for a child over 16.

(Section Continued on Next Page)

235-45 (Continued) 235-45

6. Make all efforts to secure full support from the absent father.

7. Explore all possibilities for locating the absent father if his whereabouts are unknown, as well as securing support from him.

The following sources are suggested for locating the father:

a. Relative and references
b. Former employers
c. Lodges
d. Unions
e. Insurance
f. City directories
g. City telephone books
h. Voters' registration
i. Social Service exchange
j. Social Agency records
k. Veterans' Administration Facility (Washington, D.C.)
l. U. S. War Department
m. Municipal and county agencies including missing persons bureau, adult probation department, police department
n. State Department of:
   (1) Institutions
   (2) Motor Vehicles (For driver's and chauffeur's license)
   (3) Employment (W&IC 1500, 1501, 1560)

235-40 VERIFICATION OF HALF-ORPHAN, PARENT DECEASED OR PRESUMPTIVE DEATH ESTABLISHED 235-40

ANC

Acceptable types of evidence of death are set forth in Sec. 193-10, Classification of Half-Orphan, Parent Deceased, while the methods of establishing presumptive death are set forth in Sec. 193-12, Classification of Half-Orphans, Presumptive Death Established.

Presumptive death is verified by a certified copy of the court order or a completed Form CA 203 summarizing the review of the court record. (See Sec. 236-10, Instructions for Summary of Information from Review of Documentary Evidence.) (W&IC 1500, 1501, 1560, 1570, 1571, 1572, 1573, 1574)

235-45 VERIFICATION OF HALF-ORPHAN (Absent Father Classification) 235-45

ANC

In determining eligibility under the AF Classification, the county shall:

1. If the child is living in the home of the mother, secure an "Affidavit Concerning Father's Absence" Form CA 220 Revised, signed by the mother, giving facts concerning the father's absence during which the child has been deprived of his support or care. (See Sec. 250-99 for copy of Form CA 220.)

2. If the child is receiving foster care and the mother does not maintain a home, secure an "Affidavit Concerning Father's Absence" Form CA 220 Revised, signed by person in loco parentis, and in addition wherever possible, secure Form CA 220 Revised, signed by the mother. (See Sec. 250-99 for copy of Form CA 220.)

3. Inform the mother of her responsibility for notifying the county if the father returns to the home or makes any change in the amount of contribution.

   In the event of the father's return, the county shall make a redetermination of eligibility, that is, whether the father's return terminated the three-year period of absence during which he failed to care for or support his children. (See Sec. 193-15 Paragraph 1, Re Definition of "Continued Absence for a period of Three Years.")

4. Inform the person in loco parentis of his responsibility for notifying the county if the father provides full support or reestablishes the home.

5. Report in the case record investigation of circumstances surrounding the father's absence. This may be due to: (a) Divorce or pending divorce; (b) Legal or informal separation between parents; (c) Desertion; (d) Service in Armed Forces.

(Section Continued on Next Page)

237-75 (Continued)

Eligibility Requirements	How Verified
5A. Payee - Relationship - Record family or other relationship of payee to each child.	
5B. Payee - Name if Other than Applicant Enter name of payee if other than applicant. NOTE - If there are two or more payees, see special instructions for completion of Item 14.	
6A. Verified Birth Date - Record birth date for each child as verified by the birth evidence. (See Chapter 105-00, Age.)	6B. Evidence verifying birth date Record: (1) nature of evidence, (2) date of document, i.e., date original document was recorded (Exception: When a certification from the California State Bureau of Vital Statistics is used the date of document is not required), and (3) where document may be reviewed. Example: Cert. cpy. birth ctf. 1/18/36 app's poss. NOTE - If child's name on birth evidence is other than name now used, record nature of evidence reconciling discrepancy.
7A. School Status (children 16-18) List the names of children 16 to 18 for whom application is made who are otherwise eligible for federal participation. Indicate by checking "Yes" or "No" whether each child is enrolled in school. (See Sec. 235-20 School Attendance as Requirement for Federal Participation.)	7B. Evidence verifying school attendance Record: (1) Nature, and (2) date of verification. Example: Mother's statement, 9/20/45.

(Section Continued on Next Page)

Eligibility Requirements How Verified

Foundling Classification
(See Secs. 192-00, 235-35)

Record: (1) whether the affidavit of the person who found the child has been obtained, (2) date child was found, (3) efforts to identify child, (4) where evidence may be reviewed.

Examples:

2A: Classification Fdlg.

2B. Evidence Verifying Classification
Aff'd. of Anna Jones who found child 7/6/46 Co. File
Child not identified. Children's Home Society records 7/7/46 to 8/10/47.

---

3. Given names of children
Record the children's given names. If there are more than five children of the same parents, use the second Item 3 for the additional given names. When there are two sets of parents (e.g., two fathers), use the second set of Items 1A through 6B. A rider may be used for additional children or for any additional classification in the same family. The children's names are verified by the birth evidence. If the child's name on birth evidence is other than now used by child, record both names underscoring name now in use.

4. Living Plan - Record living plan for each child by showing whether he is in his own home, the home of a relative eligible or ineligible for federal participation in the grant of aid, in a boarding home, or in an institution. The following abbreviations should be used:

O.H. -Own home
E.R. -Eligible relative
I.R. -Ineligible relative
B.H. -Boarding Home
Inst. -Institution

Verification of the living plan is recorded in the narrative.

(Section Continued on Next Page)

250-05 (Continued) 250-05

Forms Used in Reporting Action on All Applications.

See Secs. 232-00 and 232-20, Noncounty Residence Procedure, for additional forms to be submitted on noncounty cases.

GRANTED	OAS	SB	APSB	ANC
Application	Ag 200 (Orig. or certified copy)	Bl 200 (Orig. or certified copy)	APSB 200 (Orig. or certified copy)	CA 200 (Original or certified copy)
Application by Authorized Representative of Applicant	Ag 200B (Orig. or certified copy)	Bl 200B (Orig. or certified copy)		
Certificate of Eligibility	Ag 201 (Orig. or certified copy)	Bl 201 (Orig. or certified copy)	APSB 201 (Orig. or certified copy)	CA 201 (Original or certified copy)
Permanent Sample Schedule	Ag 251 (Original)			
Social Data Record Card		Bl 230 (Original)	Bl 230 (Original)	CA 230 (Original)
Physician's Report of Eye Examination		Bl 227 (Orig. or certified copy)	Bl 227 (Orig. or certified copy)	
Summary of Letters of Guardianship (when required)	DPA 5 (Original)	DPA 5 (Original)	DPA 5 (Original)	
Certificate of Delivery of Payment of Aid (when required)	AB 231 (Original)	AB 231 (Original)	AB 231 (Original)	
Certification from State Dept. of Institutions of Applicant's Release from State Hospital	AB 235 (Original)	AB 235 (Original)	AB 235 (Original)	
DENIED				
Application	Ag 200 (Orig. or certified copy)	Bl 200 (Orig. or certified copy)	APSB 200 (Orig. or certified copy)	CA 200 (Original or certified copy)
Application by Authorized Representative of Applicant	Ag 200B (Orig. or certified copy)	Bl 200B (Orig. or certified copy)		
Certificate of Eligibility	Ag 201 (Orig. or certified copy) or Ag 239 (carbon copy)	Bl 201 (Orig. or certified copy)	APSB 201 (Orig. or certified copy)	CA 201 (Original or certified copy)
Physician's Report of Eye Examination		Bl 227 (Orig. or certified copy)	Bl 227 (Orig. or certified copy)	

(W&IC 1560, 3460, 3471.5, Art. XXV, Calif. Const.)

250-05 REPORTING ACTION ON APPLICATION TO SDSW OAS, SB, APSB, ANC

250-05

The SDSW shall be notified of the action of the local Deputy Director, SDSW, of the board of supervisors on all applications within 15 days after such action by submission of the properly completed forms set forth in the following chart according to the respective category.

(Section Continued on Next Page)

FORM CA 220
STATE OF CALIFORNIA
FORM CA 220, REVISED JULY 1945

DEPARTMENT OF SOCIAL WELFARE

Sacramento (COUNTY) 2561 (COUNTY NO.) SAC 49 CA (STATE NO.)

Owens, Frances et al

AFFIDAVIT CONCERNING ABSENT FATHER

(TO BE COMPLETED BY MOTHER OR PERSON IN LOCO PARENTIS)

THIS IS TO CERTIFY, That, to the best of my knowledge and belief, the children listed below come within the provision of 1501 (d) (1), Welfare and Institutions Code, which reads as follows: "A child who has been deprived of the father's support or care by reason of his continued absence for a period of at least three years."

(List children here) Francis, George and Mary Owens

I Frances Owens (NAME), mother/~~person-in-loco-parentis~~ (CROSS OUT ONE)

living at 1248 Capitol Avenue, Sacramento, certify that:

The children's father John Owens (NAME) last resided with his family

at 1248 Capitol Avenue, Sacramento

The child/children has been deprived of the father's care by reason of his continued absence since September 1942 (DATE).

He ~~has~~/has not (CROSS OUT ONE) provided full support during the three years preceding date of /application.

If father has provided support during the three-year period specify exact dates covered. _____ (DATES) _____ (AMOUNTS)

He is now contributing ____ (YES) X (NO) If "Yes" specify amount _____

Frances Owens
SIGNATURE OR MARK OF AFFIANT

NOTE: WHEN THE AFFIANT CAN NOT SIGN HIS NAME, THE SIGNATURE OF TWO WITNESSES TO HIS MARK MUST APPEAR.

_____
WITNESS TO MARK

_____
WITNESS TO MARK

Subscribed and sworn to before me this First day of October 1945

Name Ralph Johnson Title Deputy County Clerk
SIGNATURE OF COUNTY CLERK OR PERSON QUALIFIED TO ACKNOWLEDGE AN AFFIDAVIT

250-99 (Continued) 250-99

Form CA 204 (revised)--June 1942
State of California
Department of Social Welfare

Form CA 204

County Sacramento

Name of Children Stillman, Sally et al.

State No. Sac 8888CA County No. 920

Affidavit of County Residence
AID TO NEEDY CHILDREN

A. To be filled in by parent or legal guardian who determines county residence of child or children

THIS IS TO CERTIFY THAT I, Betty Stillman, residing at 616 Kay Street, Sacramento am the mother (Parent or legal guardian) of Sally (Name of children) et al.

I came to the County of Sacramento on 6/8/44 (Date) and intended to establish residence therein on 6/8/44 (Date) and intend to continue residing in said county.

During the year preceding the date residence was established in this County, I have lived in the following counties:

COUNTY	FROM--Date	TO--Date	INTENT
San Luis Obispo	9/4/39	6/7/44	I x / ____ (did / did not) intend to make my home in this county.
			I ____ / ____ (did / did not) intend to make my home in this county.
			I ____ / ____ (did / did not) intend to make my home in this county.

B. To be used when county residence of child or children determined by physical presence

THIS IS TO CERTIFY THAT _____ (Name of children)

have been physically present in the County of _____ since _____

Reason for knowledge of fact _____

(Signature of Affiant) Betty Stillman

Subscribed and sworn to before me this 3rd day of September 19 44

Name Frances Fisher Title Deputy County Clerk
Signature of person authorized to acknowledge an affidavit

This form or a certified copy thereof shall be submitted to the State Department of Social Welfare with the application for noncounty aid.

Section 4295, Political Code, as amended by 1939 Legislature provides, in part: (5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

(Section Continued on Next Page)

645-81 CATEGORIES UNDER WHICH TIME IS RECORDED (FORMS DFA 42 AND 43) 645-81

All employees should have a clear understanding of the proper definition of the different programs. The following outline applies in all ordinary situations:

OAS, ANB, APSB, and ANC (Ag, Bl,CA). Time shall be charged to these programs whenever such time is identifiable with an activity which has as its objective the administration of the OAS, ANB, APSB, or ANC law, respectively. Segregation shall be made in ANC and ANB between cases in which federal participation is or is not involved. Participation shall be claimed only for time and expense allocable to cases in which federal funds are included in the aid grant.

Aged and Children's Boarding Home Administration (BHA and BHC). Time shall be charged to aged or children's boarding home administration whenever such time has as its objective the administration of aged or children's boarding homes.

GR (formerly IN). Charge time to this category which was spent on activities which have as their objectives the administration of county aid and relief to indigents as set forth in the W&IC.

Child Welfare Services (CWS). Time expended on CWS activities in compliance with a SDSW contract shall be shown under this heading.

Commissary. Time expended in performance of duties primarily concerning commissary affairs shall be reported under the caption "Commissary" in one of the provided columns.

Adoptions. Time expended in performance of duties primarily concerning adoptions affairs shall be reported under the caption "Adoptions" in a provided column.

Other Welfare and Relief Programs (CWP). To this category charge time expended on all welfare activities under the jurisdiction of the county welfare department not otherwise recorded separately. Programs under this heading would include county projects.

War Services Programs. Time expended should be charged in accordance with instructions outlined in the Financial Policies and Procedures Chapter of the War Services Handbook.

Over-all Salary Expense (Ov.). Time shall be charged to this category by administrative officers of the county welfare department and other employees whose duties are of a general nature and whose working time cannot be segregated among individual programs.

(Section Continued on Next Page)

645-76 (Continued) 645-76

Employee's Individual Daily Time Record, (Form DFA 42) is used by employees who work on more than one program and whose duties are such that their time is segregable by programs. Time is recorded by these employees on the Daily Time Record to the nearest five minutes and is totaled by program at the end of the day and the totals by program are then posted on the Monthly Time Record to the nearest half hour. All time worked, including overtime, is recorded each day.

County Employee's Monthly Time Record, (Form DFA 43) is maintained by all employees for two general purposes.

1. As a record of time spent during the month segregated by program.
2. As a record of sick leave, vacation, and other time off.

Employees whose time is segregable by programs and who keep the Daily Time Record will transfer the time charges from the daily to the monthly records.

County welfare directors, supervisors, and employees whose time can not be segregated or who work on one program only, are not required to keep the Daily Time Record, but shall complete the Monthly Time Record, recording time to the nearest half hour. If the work assignment is constant throughout the month a line may be drawn through the entire month and the program worked on written in over the line. The Monthly Time Record shall be signed by the employee at the end of the month and attested to by the supervisor.

If the welfare department does not maintain other readily available records of sick leave, vacation, and other time off, the county shall keep such information on a current basis on the Monthly Time Record. Provision is made on the form for showing balances at the beginning of the month, accumulations during the month, time off during the month, and the balance at the end of the month.

The Daily Time Record, (Form DFA 42) completed in detail, shall be maintained on file in the county and shall be readily available for inspection for the current and the immediately preceding month.

The Monthly Time Record, (Form DFA 43) completed in detail, signed by the employee, and certified by the employee's supervisor, shall be available for inspection and audit and shall be maintained in the county files until required authorization for their destruction has been procured from the SDSW. Approval of administrative expense claims submitted to the SDSW depends upon the availability and completeness of these reports.

Exception to the above procedure in the maintenance of daily and monthly time records will not be allowed unless the county has submitted its alternate plans or forms to the SDSW and has secured approval in writing. (W&IC 1560, Art. XXV, Calif. Const., FSS-Admin.)

TITLE 22 - CH. 2

Certified as a Regulation (or Regulations) of the

Dept. of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Director

(Title)

5/16/79

(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

May 17, 1949

FILED
in the office of the Secretary of State
of the State of California

MAY 19 1949

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert T. Jordan
Assistant Secretary of State

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Department Bulletin No. 364

Please correct issuance date from March 13, 1949, to May 13, 1949.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

MYRTLE WILLIAMS
Director

Sec 4 art XXV

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

March 13, 1949

DEPARTMENT BULLETIN NO. 364 (OAS, SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Applicant Moves From One Administrative Unit* to Another before Action is Taken Granting or Denying His Application - OAS, SB

With the adoption of Article XXV of the State Constitution county residence is no longer a factor in determining eligibility for OAS and SB. Existing policies cover the procedures to be followed in transferring responsibility for payment of security to a recipient who moves from one area to another. (See Dept. Bul. 337.) However, abolition of county residence requirements makes it necessary to implement those policies to cover also the case of the applicant who moves from one area to another before his application is acted upon. Therefore to meet the mandate of state responsibility in Article XXV the following policy has been developed.

An applicant for OAS or SB may move from one administrative unit to another before the investigation of his eligibility is completed and such change of address shall not in itself invalidate his application. The administrative unit in which the application was filed shall take one or the other of the following actions. The action taken shall be the one which appears most expeditious and to the advantage of the applicant.

1. If the investigation of eligibility is nearing completion in the first administrative unit at the time the applicant moves and it appears that it can be completed without undue delay by the first administrative unit, it shall be completed by that unit. The second administrative unit (unit to which applicant moved) shall, upon request of the first unit, verify the applicant's new living arrangements, any change in his circumstances occasioned by the change of address and secure any further information from the applicant which may be needed. If eligible, security shall be approved by the first administrative unit. Arrangements to transfer responsibility for payment of security to the second administrative unit shall then be completed immediately in accord with Department Bulletin 337.

2. If the investigation of eligibility is not nearing completion when the applicant moves to a second administrative unit and it appears probable that the processing of the application can be expedited if handled by the second administrative unit where the applicant is living, the first administrative unit shall immediately, upon notification of the change

of address, forward to the second administrative unit a certified copy of the Application Form, Ag, Bl 200, and certified copies of any supporting documents and/or evidence already secured together with a complete summary of the investigation completed by the first administrative unit. The first administrative unit shall notify the applicant that his application has been transferred to the second administrative unit and that the applicant should keep the second administrative unit advised of any changes in his living arrangements or his circumstances. For statistical reporting the first administrative unit shall treat the application as a cancellation. The second administrative unit is responsible for completing the investigation of eligibility. A new application shall not be taken by the second administrative unit. If the investigation shows the applicant is eligible, security shall be approved on the basis of the application filed in the first administrative unit. For statistical reporting such application shall be treated as a new application by the second administrative unit.

If the applicant reports his change of address to the second administrative unit before he does to the first administrative unit or before the first unit has contacted the second unit regarding the change of address, the second unit shall immediately notify the first unit of the change of address. The first administrative unit shall then review their files and advise the second administrative unit whether they will complete the investigation of eligibility as explained under Item 1 above or will transfer the pending documents to the second administrative unit for completion as explained in Item 2 above.

*As used herein "Administrative Unit" refers to (1) counties which are still administering the OAS and SB programs under contract with the State Department of Social Welfare and/or (2) operating offices of the State Department of Social Welfare which are responsible for assigning case numbers.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

TITLE 22-CH2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

RECEIVED
SACRAMENTO, CALIF.
1949 MAY 19 PM 4 14
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Sacramento 14
May 16, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
of the State of California

MAY 19 1949

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert T. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 364 (OAS, SB) dated March 13, 1949
DEPARTMENT BULLETIN NO. 365 (OAS) dated May 13, 1949

These regulations were issued on the above dates by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

TITLE 23 - CH I

Certified as a Regulation (or Regulations) of the

Dept of Social Welfare

(Name of State Agency)

Myrtle W Allen

(Signature)

Director

(Title)

5-16-49

(Date)

MYRTLE WILLIAMS
Director

See 4, Art XXV

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
May 13, 1949

FILED
in the office of the Secretary of State
of the State of California

MAY 19 1949

At 4 o'clock P M.

FRANK M. JORDAN, Secretary of State

By Robert E. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 365 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Federal Participation and Age Verification--OAS

Processing of OAS applications for 63 and 64 year olds since January 1, 1949 has resulted in numerous requests from both county welfare departments and county auditors for clarification and amplification of existing policies relating to (1) federal participation and (2) age verification. The following material has been developed to assist in meeting the numerous problems arising in these areas.

I. FEDERAL PARTICIPATION

Federal participation is available from the first of the month in which the applicant reaches his 65th birthday provided OAS has been granted for that month. It is no longer necessary to prorate the grant as set forth in Bulletin 356 which is now obsolete.

Occasionally evidence of birth indicates the applicant is older than he claims. Federal participation shall not be claimed prior to the first of the month in which the applicant claims he will be 65 unless there is positive evidence such as a birth certificate issued at time of birth or a record of childhood baptism which refutes the applicant's present statement. (See Section II, B, below.)

Department Bulletin No. 362 (Fiscal), Federal Participation--OAS Recipients on Becoming 65, is superseded by this bulletin. Policies outlined herein relative to federal participation are effective 1/1/49. The State Department of Social Welfare will make necessary adjustments on OAS claims filed for January, February, March, and April. Counties shall prepare claims for May and subsequent months in accordance with these revised policies.

II. AGE VERIFICATION

Under certain circumstances the applicant's sworn statement may be accepted as satisfactory evidence of the month and day of birth, and, accordingly, requirements for verification of the applicant's age in OAS are modified as follows:

A. Evidence Establishes Birth Year Only (Exact month and day of birth not given in evidence.)

Effort shall be made to secure reliable evidence of the day, month and year of the applicant's birth. However, if documentary evidence to

establish the exact month and day of birth cannot be secured, the applicant's statement of the month and day of his birth may be accepted provided there is documentary evidence which either establishes the year of birth or supports the applicant's statement of the year of his birth.

Example: Application for OAS signed 2/10/49. Applicant gave his birth date as 10/19/85. The only available evidence of his age is a marriage certificate dated 4/20/10 giving his age as 24. A person born on 10/19/85 would have been 24 on 4/20/10 and would have reached his 25th birthday on 10/19/10. Since there is no conflict and the documentary evidence supports the applicant's statement of his age, the verified birth date is considered to be 10/19/85. This applicant meets all the other requirements to qualify for Old Age Security at 63 years of age and since the evidence establishes he was 63 on 10/19/48 his application is approved on 5/3/49 effective 5/1/49. Inasmuch as the applicant will reach his 65th birthday during October of 1950, federal participation in the grant would be effective 10/1/50.

In completing the Certificate of Eligibility for this case the verified birth date shown on the left hand side would be 10/19/85 and under "How Verified" in the right hand column the following would appear: Day and month of birth verified by applicant's sworn statement. Year of birth verified by marriage certificate dated 4/20/10 giving applicant's age as 24--applicant's possession.

B. Evidence Indicates Applicant Older Than He Now Claims

When the best available documentary evidence of age indicates the applicant may be older than he claims to be when he applies for Old Age Security (evidence shows an earlier birth date than the applicant now claims) OAS shall not be approved prior to the date on which the applicant now claims he will meet the minimum age requirement unless such evidence is a birth certificate issued at time of birth or baptismal record issued when a child which refutes the applicant's present statement of his birth date.

Example: An OAS applicant who meets the requirements to qualify for OAS at 63 years of age files an application on 2/17/49 giving his birth date as 4/15/86. The most reliable age evidence available is a census record dated June 1920 giving the applicant's age as 35. This indicates his birth date would be not later than June 1885 and that he was 63 years of age by June 1948. However, since the applicant now reports his birth date as 4/15/86 OAS should not be approved prior to 4/15/49, the date on which according to his present statement he will be 63 years. On 4/25/49 his application is approved effective 4/15/49. Federal participation in payments would be effective 4/1/51, the first of the month in which he reaches his 65th birthday.

The Certificate of Eligibility in this case should be completed in the left hand column to show verified birth date as 4/15/86. The "How Verified" column would show "Applicant's sworn statement and census record June 1920 giving applicant's age as 35."

C. Evidence Indicates Applicant Younger Than He Claims

When the best available documentary evidence of age indicates the applicant is younger than he claims to be when he applies for OAS (evidence gives a later birth date than applicant now gives) the documentary evidence shall be used to establish the year of birth and the applicant's statement of the month and day of birth shall be accepted unless there is positive evidence to refute his present statement of the month and day of birth.

Example: According to applicant's statement when he files application for Old Age Security on 4/1/49 his birth date is 9/29/83. The most reliable age evidence available is a marriage record dated 11/2/08 giving his age as 23 which indicates that his birth year was not later than 1885. There is no evidence to refute the applicant's statement that the month and day of his birth were 9/29 and a determination is made that his correct birth date was 9/29/85. The applicant meets the other requirements to qualify for Old Age Security at 63 years of age and during June 1949 his Old Age Security application is approved effective 6/1/49. Claim for federal participation is effective 9/1/50 (the first of the month in which the applicant reaches his 65th birthday).

The Certificate of Eligibility in this case should be completed in the left hand column to show the verified birth date as 9/29/85. The "How Verified" column would show "Date and month of birth verified by applicant's sworn statement. Year of birth verified by marriage certificate dated 11/2/08 giving applicant's age as 23--applicant's possession."

D. Applicant Does Not Know His Birth Date

When the applicant claims he does not know his birth date, but there is satisfactory verification of the year of birth, the month and day of birth shall be assumed to be July 1 unless the evidence used to prove the year of birth indicates the month and day of birth were prior to July 1, in which case the month and day as established by the evidence shall be used. This supersedes instructions on this point given in Manual Section 107-20, and in the last sentence of the section "Age and Residence" on page 3 of Department Bulletin No. 333.

Example: An applicant who signed his application for Old Age Security on 3/5/49, claims that he believes he is over 65 years of age, but does not know his birth date. A marriage license issued 10/21/05, gives his age as 21 and thus establishes his birth year as not later than 1884. There is no other evidence of age and since the applicant claims not to know his birth date, the month and day of his birth are assumed to be July 1.

It is determined that the applicant will be 65 years of age on 7/1/49. He meets the eligibility requirements to qualify for Old Age Security at 63 years of age and on 6/4/49 OAS is approved (non-federal) effective 6/1/49. Federal participation is claimed effective 7/1/49, the date on which it has been determined that the applicant will be 65.

In this case the Certificate of Eligibility should be completed to show under the left hand column that the verified birth date is 7/1/84. Under the "How Verified" column the following should be recorded: Month and day of birth unknown--assumed to be 7/1. Year of birth verified--marriage certificate 10/21/05 giving age as 21--applicant's possession.

Example: An applicant who signed his OAS application on 6/3/49 states that he believes he is past 63 years of age, but does not know his birth date. The census record issued 6/1/00 gave the applicant's age as 14. This would establish the applicant's birth date as not later than 6/1/86 and that the applicant had reached his 63rd birthday by 6/1/49. Since this is prior to July 1, the month and day of birth as established by the evidence, 6/1, would be used rather than the assumed date of 7/1. This applicant meets the other eligibility requirements to qualify for Old Age Security at the age of 63 and during August his application is approved effective 8/1/49. Federal participation in the grant is effective 6/1/51, the first of the month in which according to the evidence the applicant would reach his 65th birthday.

E. Evidence is Conflicting

When documentary evidence of age is conflicting, the evidence shall be evaluated as provided in Manual Sections 107-10 and 230-45 and the best evidence available used. However, when two or more pieces of evidence of approximately equal value conflict as to the month, day and year of birth, but one is supported by the applicant's present sworn statement of his birth date, the evidence which agrees with his sworn statement shall be used.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare